

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 721-20

TASK ORDER #: SLI-01-012

DATE:

Program/Project/Office: Propulsion Office CDM Support for 2nd Generation RLV

TASK DESCRIPTIONS:

Support to Propulsion Office:

This task order is to support the Propulsion Office for support of Alpha Main Engine Project (RS83, RS84, RP2 and IPD), Beta Main Engine Project (COBRA), On-orbit Propulsion Project and Propulsion Systems Project.

The following task are common to all Propulsion Projects:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA MSFC MPG 8040.1, project unique requirements, and accommodates all external and internal CM interfaces.

This function includes the following tasks:

- Maintain the Configuration and Data Management (CDM) Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then. The following projects will have their CDM plans included as part of the Project Plans: Propulsion Office, the Propulsion Systems Project, and On-Orbit Project.
- Act as the CCB Administrator (Secretariat) per MWI 8040.2
- Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
- Process and account for program and contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan.
- Provide support to define Project CM requirements for contract SOW's and CM Data Requirements.
- Review CM-related data deliverables when received by the project (at Design Reviews, etc.).
- Provide training to Project Personnel for CM processes.

2. Perform CM audits and reviews per MWI 8040.7 or appropriate program documents, and certify the CM System.

3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and

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PWI Sensitive Material

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accommodates all external and internal DM interfaces.

- Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
- Provide support to define Project DM requirements for contract Statement of Work and DM Data Requirements.
- Review DM-related data deliverables when received by the project (at Design Reviews, etc.).
- Support Records Management planning.
- And provide training to Project personnel for DM processes.

4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.

5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).

6. Develop Project Master List per MPG 7120.3 through the PDS database.

- Serve as Project Master List Custodian

7. Support administration of Technical/Design Reviews

- Compile technical/design review packages as required by the projects.
- Compile Acceptance Data Package as required by the projects.
- Status and Track RID and Review action items related to Programs/Projects as required.

8. Develop and maintain an integrated program/project action item tracking database.

- Provide status and accounting reports of program/project actions.

9. Create and maintain a program/project library (reference data).

- Hardcopy or electronic.
- Maintain library files and index.

10. Coordinate updates to program/project DPD, DR, IDRD.

- Revise, delete and add to each program/project as requested by the COTR.

11. Implement the SLI Program/Project PDS interface.

- Provide training and instructions to all program/project personnel.
- Tracking and Accounting for non-configuration Items.

12. Provide the Program/Project with a Receipt/Release Desk.

- Enter data into Change Processing, Tracking and Accounting System (CPTAS).
- Non-configuration items will be tracked and accounted using PDS.
- Develop and maintain Program Change Number (PCN) files.
- Develop and maintain a historical reference library.

The following tasks are unique to the Propulsion System Project:

1. Administer the Propulsion Systems Integration Group (PSIG).
2. Provide minutes and track action using PDS for the PSIG.

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

SCHEDULE AND/OR MILESTONES:

Beta

COBRA:

Plumbing SRR	12/2002✓
Review COBRA CDM Plan	2/2003✓
Preburner TRR	5/2003✓
Powerhead Test Readiness Review (TRR)	8/2003✓

Alpha

Review Alpha CDM Plan	2/2003✓
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RS-83:

Prop. Duct PDR	10/2002✓
Turbo Pump PDR's	11/2002✓
Engine Prototype CDR	5/2003✓

RS-84 :

Engine SDR	11/2002✓
Engine PDR	4/2003✓

TR-107 :

No Milestones

On-Orbit

TRW Re-action Control Engine (RCE) CDR	11/2002✓
WSTF (White Sand Test Facilities) APS CDR	12/2002✓
APS System Test Article CDR	1/2003✓
WSTF CDR	1/2003✓
TRW RCE CDR	6/2003✓

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost

WBS: 1.3

Period of Performance: 9/01/02 – 8/31/03

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TASK ORDER **CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: SLI-01-012 R1
DATE: 6-20-03

Program/Project/Office: Propulsion Office CDM Support for 2nd Generation RLV

TASK DESCRIPTIONS:

Support to Propulsion Office:

This task order is to support the Propulsion Office for support of Alpha Main Engine Project (RS83, RS84, RP2 and IPD), Beta Main Engine Project (COBRA), On-orbit Propulsion Project and Propulsion Systems Project.

The following task are common to all Propulsion Projects:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA MSFC MPG 8040.1, project unique requirements, and accommodates all external and internal CM interfaces.

This function includes the following tasks:

- Maintain the Configuration and Data Management (CDM) Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then. The following projects will have their CDM plans included as part of the Project Plans: Propulsion Office, the Propulsion Systems Project, and On-Orbit Project.
- Act as the CCB Administrator (Secretariat) per MWI 8040.2
- Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
- Process and account for program and contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan.
- Provide support to define Project CM requirements for contract SOW's and CM Data Requirements.
- Review CM-related data deliverables when received by the project (at Design Reviews, etc.).
- Provide training to Project Personnel for CM processes.

2. Perform CM audits and reviews per MWI 8040.7 or appropriate program documents, and certify the CM System.

3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.

- Administer the Document Control Process (DCP) (for non-configuration documentation) per

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MPG 7120.3.

- Provide support to define Project DM requirements for contract Statement of Work and DM Data Requirements.
- Review DM-related data deliverables when received by the project (at Design Reviews, etc.).
- Support Records Management planning.
- And provide training to Project personnel for DM processes.

4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.

5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).

6. Develop Project Master List per MPG 7120.3 through the PDS database.

- Serve as Project Master List Custodian

7. Support administration of Technical/Design Reviews

- Compile technical/design review packages as required by the projects.
- Compile Acceptance Data Package as required by the projects.
- Status and Track RID and Review action items related to Programs/Projects as required.

8. Develop and maintain an integrated program/project action item tracking database.

- Provide status and accounting reports of program/project actions.

9. Create and maintain a program/project library (reference data).

- Hardcopy or electronic.
- Maintain library files and index.

10. Coordinate updates to program/project DPD, DR, IDRD.

- Revise, delete and add to each program/project as requested by the COTR.

11. Implement the SLI Program/Project PDS interface.

- Provide training and instructions to all program/project personnel.
- Tracking and Accounting for non-configuration Items.

12. Provide the Program/Project with a Receipt/Release Desk.

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- Enter data into Change Processing, Tracking and Accounting System (CPTAS).
- Non-configuration items will be tracked and accounted using PDS.
- Develop and maintain Program Change Number (PCN) files.
- Develop and maintain a historical reference library.

13. The following tasks are unique to the Propulsion System Project:

1. Administer the Propulsion Systems Integration Group (PSIG).
2. Provide minutes and track action using PDS for the PSIG.

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

SCHEDULE AND/OR MILESTONES:

Beta

COBRA:

Plumbing SRR	12/2002
Review COBRA CDM Plan	2/2003
Preburner TRR	5/2003

Alpha

Review Alpha CDM Plan	2/2003
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RS-83:

Prop. Duct PDR	10/2002
Turbo Pump PDR's	11/2002
Engine Prototype CDR	5/2003

RS-84 :

Engine SDR	11/2002
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Engine PDR	4/2003	
TR-107 : No Milestones		
<u>On-Orbit</u>		
TRW Re-action Control Engine (RCE) CDR	11/2002	
WSTF (White Sand Test Facilities) APS CDR	12/2002	
APS System Test Article CDR	1/2003	
WSTF CDR	1/2003	
TRW RCE CDR	6/2003	
CWC:		PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
WBS: 1.3		
Period of Performance: 9/01/02 - 6/16/03		

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CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-721-10-1A

TASK ORDER #: SMO-01-001

DATE: 4-7-03

Program/Project/Office: CDM Support for the System Management Office (SMO) – AEE Project

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the Advanced Engineering Environment (AEE) Project CDM support.

PWI shall perform the following tasks:

1. Provide Configuration and Data Management (CDM) support to define, implement, and maintain a project CDM system that complies with NASA's and the AEE Project's unique requirements to accommodate all external and internal CDM interfaces.
 - Perform CDM reviews of the AEE CDM policies, procedures, processes, process diagrams, and forms such as Problem Report (PR), Change Request (CR) and Account Access forms.
 - Review updates/revisions to the AEE CDM Plan and CDM Operating Procedures (CDMOP) as members of the AEE Process Development Team and recommend changes as necessary. The CDM Plan and CDMOPs will be reviewed on a six-month schedule.
 - Execute/administer the AEE software CM implementation and timely change management control for all AEE software and documentation in accordance with the procedures set forth by the AEE Process Development Team and approved by the AEE Lead Systems Engineer. This includes performing the Gatekeeper function (initially using the TRUE Change tool) and providing a backup Gatekeeper.
 - Receive software deliveries and perform a quality assurance check on the deliveries in the form of a Physical Configuration Audit (PCA) using the software delivery checklist. Initiate resolution of any software delivery PCA discrepancies by notifying/coordinating with the appropriate parties (e.g., developers and testers). Perform all software product promotions and/or demotions and notify the appropriate parties of these activities.
 - Execute/administer Change Status Accounting (CSA) for all AEE software, documentation, etc. Receive PR/CR, assign tracking number, log, send notification and distribute PR/CR to the affected parties, maintain current PR/CR status by making daily updates checked into TRUE Change and provide weekly notifications of updates. Generate and deliver accurate updated/current status reports (currently PR/CR Log) reflecting status of Problem Reports, Change Requests, Models, Tools, and Wrappers.
 - Perform CCB Secretariat functions, including scheduling CCB's, recording minutes, and tracking actions/directives to closure.
2. Provide back-up system administrator support for the CDM tools, as required

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3. Support evaluation of proposed CDM tools from CM, DM and system administrator perspectives.
4. Support provision of training and/or guidance to AEE Project personnel regarding CDM processes, as required.
5. Serve as the book manager for AEE CDM Plan and Operating Procedures and related documentation.

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

1. Draft of execution process of Change Status Accounting (CSA). 05/12/2003
2. Draft of Book Manager Roles and Responsibilities. 07/07/2003

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 4/01/03 - 8/31/03	

TASK ORDER
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CONTRACT #: NAS8-01121

UPN: 721-10-1A

TASK ORDER #: SMO-01-002

DATE: 7-10-03

Program/Project/Office: CDM Support for Integrated Systems Engineering & Analysis Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support for the Systems Engineering & Analysis Department on the Next Generation Launch Technology (NGLT) Program.

1. Provide Configuration Management (CM) support to define, implement, and maintain a department CM system that complies with NASA, MSFC MPG 8040.1, and program unique requirements and accommodates all external and internal CM interfaces.
2. Provide Data Management (DM) support to define, implement, and maintain a project DM system that complies with NASA, MSFC MPG 7120.3 and department/program unique requirements and accommodates all external and internal DM interfaces.
3. Define, draft and maintain the CM Plan per MWI 8040.1 and any related Organizational Issuances (OIs) as needed. Plans will be reviewed on a six month schedule. Outstanding changes will be incorporated then.
4. Define, draft and maintain the DM Plan per MWI 7120.5 and any related Organizational Issuances (OIs). Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
5. Provide the Secretariat for the NGLT Integrated Systems Engineering and Analysis Engineering Control Board (ECB). Secretariat responsibilities include:
 - Reserve project, ECB, and effectivity codes with the MSFC Release Desk.
 - Create and maintain ECB charter memos and Effectivity Sheets; coordinate through department approval and distribute.
 - Receive CR, ECR, ECP, and DAR change packages, check for completeness, and acquire PCN/CR numbers.
 - Coordinate with department for assignment of CPE and evaluators.
 - Distribute change packages for review, coordinate with CPE and schedule for ECB.
 - Prepare and distribute ECB agendas and minutes and administer the ECB meetings.
 - Prepare Control Board Directives (CBDs) and obtain ECB member signatures.
 - Track actions to completion.
 - Provide ECB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards.
6. Provide configuration accounting in accordance with MPG 8040.1.
7. Serve as the Master List custodian in accordance with MPG 7120.3 and maintain data in selected automated system.
8. Track and receive deliverable data per the project DPD, IDR, and DRL (or equivalent).
9. Support and coordinate the identification/definition of Data Requirements, contractor and in-house supplied in accordance with MWI 7120.2.
10. Perform Receipt/Release Desk (R/RD) functions. R/RD functions include:
 - Assign Change Request (CR) numbers and Program Control Numbers (PCNs) and maintain logs.

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- Assign document numbers and maintain log.
 - Perform format check of documents in accordance with MWI 7120.4.
 - Perform document release function.
 - Maintain the master change file, Program Control Number (PCN) file.
11. Provide guidance on CDM policies, procedures and plans.
12. Support administration of requirements reviews, design reviews, and audits per MWI 8060.3, MWI 8040.6 and MWI 8040.7:
- Perform Review Item Discrepancy (RID) or Action Item (AI) Coordinator functions: coordinate the set-up of an appropriate RID or AI processing/tracking system; provide RID or AI user input to review plans; provide training to use applicable RID or AI system; input/track RIDs or AIs from submission through closure; and provide status reports, as required.
 - Assist in the compilation of requirements and design review packages.
 - Upload and maintain review documents and data for review.
 - Perform Secretariat duties for review boards and provide board minutes.
13. Assess, define and coordinate requirements for CDM processes for automation.
14. Provide support for records management planning and implementation.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

TRAVEL

None

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SCHEDULE AND/OR MILESTONES:

- * Authority to Proceed (ATP) plus 4 business days – Deliver draft PCB charter letter
ATP plus 14 business days – Deliver DM flow process chart.
07/23/2003 – Support ISEA Interim Architecture Review (IAR)
ATP plus 24 business days – Deliver CM flow process chart.

- * ATP occurs on the date that this Task Order completes its signature cycle.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 7/01/03 – 08/31/03	

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TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-251-30-07

TASK ORDER #: CD30-02-001

DATE: 8-25-03

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with CD30-OWI-001, PWI will maintain and update relevant NASA databases and records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.
2. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support the Technology Transfer Department.
3. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using relevant databases and other sources as needed.
4. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.
5. PWI will develop, maintain, integrate, and update tools used to control track, and report on the status of Technology Transfer initiatives and activities, including the areas of: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

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SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

Provide Quarterly Metrics for Major Technology Transfer Program Areas 10/31/03, 01/31/04, 04/30/04, 07/31/04.

NASA Technology Inventory Database (NTIDB) Milestones 9/17/03, 4/28/04, and 8/25/04.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/03- 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-647-10-20-W3

TASK ORDER #: ED37-02-001

DATE: 8-13-03

Program/Project/Office: Engineering Directorate

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide producibility review of electrical and electromechanical design documentation.

Tasks

1. Work closely with ED37, Support contractor manufacturing, and inspection personnel to fully understand standard shop practices, capabilities, operating procedures, and requirements.
2. Provide producibility review of design drawings, procedures and other electrical/electromechanical documentation generated by ED10 personnel.
3. Producibility review shall include, but not be limited to the following:
 - a. Perform producibility review in accordance with the Producibility Check List in OI ED43-017
 - b. Review of documentation at various stages between conceptual design and final release.
 - c. Signature approval for manufacturing at final release.
 - d. Continual improvement of producibility review using feed back from ED37, ED10, QS10, and review of engineering changes, updating check list as needed.
4. Provide training for design, manufacturing, and other personnel as necessary on producibility requirements and common manufacturing and inspection issues with design documentation.

Performance requirements:

-Maintain producibility checklist.

-High quality producibility review of ED10 documentation in order to limit manufacturing issues and minimize documentation changes.

Maintain Quality Records

-Documentation reviewed

-Producibility review comments

Document Maintenance

-Producibility check list

-Documentation files

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SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Manage all records for which PWI is designated custodian in accordance with MPG 1440.2

SCHEDULE AND/OR MILESTONES:

No Milestones

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 09/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-297-10-00

TASK ORDER #: ED40-02-001

DATE: 8/21/03

Program/Project/Office: DM Support for Technical Standards Program

TASK DESCRIPTIONS:

The contractor shall provide support to the NASA Technical Standards Program by performing the tasks identified under WBS 1.4 of this contract.

1. NASA Technical Standards Program Manager consultations on technical issues –provide management advice where appropriate.

- Provide inputs to and overview of all Program key initiatives.
- Prepare draft white papers on operational technical issues
- Prepare draft responses for Program Manager on technical issues.
- Review and provide inputs to Program documents (examples, NPD, NPG, Program Plan, & Document Mgmt Plan)
- Attend Agency wide and Industry seminars/meetings and make presentations when requested. Prepare draft charts for these meetings.
- Participate in reviews of web page updates pertaining to all aspects of the Program.

NASA Developed Standards Product Support.

- Reformat draft copies of NASA Developed Standards products.
- Coordinate with document authors and reviewers in the refinement of the NASA developed documents.

3. Review lists of standards documents (title, date, current status) recommended for Agency adoption to validate the input. Provide recommended document inputs to the web page manager in appropriate format for adding to the Adopted or Pending Adoption listing on the NASA Technical Standards preferred listing. This includes documents submitted for update notification under SUNS system.

- Prepare lists of Pending Adoption standard documents to be sent to ESSC members for review and endorsement.
- Review and prepare updates to the standard products listed on the NASA Preferred Technical Standards listing.

4. Evaluate and provide responses to questions from NASA & Industry personnel pertaining to standards. Also evaluate and provide responses to feedback questions pertaining to the NASA Tech Standards Full Text Technical Standards System.

5. Review and prepare inputs and draft requirement documents pertaining to Program Office initiatives to include awareness and training media material.

6. Support Lesson Learned/Best Practices/Application notes task – establish key words, assign categories, associate to standards documents, prepare draft input template and other LL/BP/AN tasks as assigned.

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SPECIAL INSTRUCTIONS:

Support will be accomplished in collaboration with NASA Technical Standards Program Manager and Staff Members.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR KEY MILESTONES:

As established by NASA Technical Standards Program Manager in response to established Program action items.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.4, Cost Control and Customer Satisfaction
WBS: 1.4	
Period of Performance: 9/01/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: FD20-02-001
DATE: 8-29-03

Program/Project/Office: CDM Support for Node 2/3

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the Node 2/3 project. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
 - Is the primary interface with the customer for the daily operations.
 - Orchestrates the setup and operations of the CDM system and audits for the project.
 - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 - Identify and resolve technical programmatic issues related to CDM functions.
 - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
 4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
 5. Provide the Secretariat for the NODE 2/3 CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.

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- Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
 7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
 8. Maintain the master change file, Program Control Number (PCN) file.
 9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
 10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
 11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 12. Receive and track data deliverables (BDEALS), primarily electronic delivery by FTP.
 13. Serve as the Master List custodian in accordance with MPG 7120.3.
 14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes.
 15. Support compilation Acceptance Data Packages (ADP's).
 16. Pre-screen ISS Program changes for Node 2/3 impact utilizing project-provided keywords.
 17. Provide changes to screening group for further screening and action.
 18. Receive ISS PIRN's related to Node 2/3 ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariats.
 19. Maintain the Node 2/3 website.
 20. Receive, file, and track data packages received from Alenia or Boeing; track data requests by Alenia or project personnel
 21. Provide programming and administration for the Node RID System Filemaker Pro Database.
 22. Coordinate with the FD20 OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
 23. Provide administrative support for presentations and reproduction as time allows.
 24. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3

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SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

10/2003 - Review CM & DM Plan
04/2004 - Review CM & DM Plan
08/2004 - Node 3 Final Acceptance Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: FD20-02-003 R1

DATE: 9-25-03

Program/Project/Office: CDM Support for ECLSS (FD21)

TASK DESCRIPTIONS:

The contractor shall provide configuration and data management (CDM) support to the ECLSS Project by performing the tasks under WBS 1.3 of this contract. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
 - Is the primary interface with the customer for the daily operations.
 - Orchestrates the setup and operations of the CDM system and audits for the project.
 - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 - Identify and resolve technical programmatic issues related to CDM functions.
 - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
 4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
 5. Provide the Secretariat for the ECLSS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.

TASK ORDER
CDM SERVICES CONTRACT

- Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
 7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
 8. Maintain the master change file, Program Control Number (PCN) file.
 9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
 10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
 11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 12. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
 13. Serve as the Master List custodian in accordance with MPG 7120.3.
 14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes. Perform technical review of CDM data to ensure requirements documented and implementation performed.
 15. Support compilation Acceptance Data Packages (ADP's).
 16. Maintain the ECLSS website.
 17. Administer the ECLSS Group action tracking system.
 18. Maintain reference files of project data.
 19. Provide administrative support for presentations and reproduction as time allows.
 20. Support major design/technical reviews utilizing the automated Review Item Discrepancy (RID) system.
 21. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 22. Support Records Management planning.
 23. Verify export control markings are on all applicable documentation per MWI 7120.4.
 24. Support verification closure activities.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Projects technical reviews contained in the milestones are subject to Project schedules.

The purpose of Revision 1 to the Task Order is to add travel.

SCHEDULE AND/OR MILESTONES:

- 09/2003 - Audit of the FCA/PCA for the Water Processor Assembly (@ HSSSI)
- 11/2003 - Perform the Final Acceptance Review for Water Processor Assembly (@ HSSSI)
- 12/2003 - Audit of the FCA/PCA for the Oxygen Generator Assembly (@ HSSSI)
- 01/2004 - Perform the Final Acceptance Review for the Oxygen Generator Assembly (@HSSSI)
- 02/2004 - Review the CM & DM Plan.
- 04/2004 - Perform the FCA/PCA for the Power Supply Module (MSFC)
- 3/2004 - Perform the FCA/PCA for the Urine Processor Assembly (MSFC)
- 08/2004 - Review the CM & DM plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: FD20-02-004

DATE: 8-29-03

Program/Project/Office: CDM Support for Pressurized Carriers Group (FD24)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Pressurized Carriers Group within the Flight Projects Directorate.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
3. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
4. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
5. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
6. Maintain the master change file, Program Control Number (PCN) file.
7. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
8. Receive ISS PIRN's related to Pressurized Carrier project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute and track evaluations, prepare consolidated change evaluation and route for signatures. Provide consolidated change evaluation to the ISS ICWG Secretariats.
9. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
10. Maintain reference files of project data.

TASK ORDER
CDM SERVICES CONTRACT

11. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
12. Support Records Management planning.
13. Verify export control markings are on all applicable documentation per MWI 7120.4.
14. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
15. Support the MPLM Subsystem Problem Resolution Team (SPRT) meetings. Responsibilities include: preparing agendas, minutes, and action item tracking.
16. Support changes to Operations Maintenance Requirements Specifications (OMRS) files.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR KEY MILESTONES:

09/2003 - Preship Review of Programmable Thermostats

12/2003 – Review the CM Plan

06/2004 – Review the CM Plan

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction

WBS: 1.3

Period of Performance: 9/1/03 – 8/31/04

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: FD30-02-002

DATE: 8-29-03

Program/Project/Office: CDM Support for Payloads Integration & Operations Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Payloads Integrations & Operations Department. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
- Is the primary interface with the customer for the daily operations.
- Orchestrates the setup and operations of the CDM system and audits for the project.
- Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
- Identify and resolve technical programmatic issues related to CDM functions.
- Responsible for the setup and implementation of the CDM system for the assigned project.

MUPG Tasks (Configuration and Data Management)

1. Provide the Secretariat for the MUPG CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
2. Serve as Secretariat for the EXPRESS Software Control Panel (ESCP).
3. Receive Change Requests (CR) from the EXPRESS Payload Integration Managers (EPIMs).
4. Review CRs and Mandatory Evaluation List (MELs) for accuracy and completeness and forward to JSC/CM for processing.
5. Track PCB actions and initiate closure.

TASK ORDER
CDM SERVICES CONTRACT

6. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
7. Maintain the master change file, Program Control Number (PCN) file.
8. Provide CPTAS change tracking and status in accordance with MPG 8040.1 and MSFC-MNL-1951.
9. Maintain reference files of project data.
10. Maintain a Project Master List.
11. Serve as the Master List custodian in accordance with MPG 7120.3.
12. Determine the appropriate board to receive new changes: Level II-JSC, Level III-MSFC MUPG.
13. Attend the Payloads Control Board (PCB) as necessary and send out the preliminary and final agendas.
14. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
15. Support CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
16. Support Records Management planning.
17. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
18. Verify export control markings are on all applicable documentation per MWI 7120.4.
19. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
20. Review the CM Plan per MWI 8040.1.
21. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
22. Review the DM Plan per MWI 7120.5.
23. COTR support.
 - Manage and maintain technical program documentation/data for the following projects.
 - EXPRESS Rack (ER)
 - EXPRESS Pallet (EP)
 - Engineering Integration (EI)
 - Window Observational Research Facility (WORF)
 - International Subrack Interface Standard (ISIS)
 - Payload Data Library (PDL)
 - Coordinate the review of program data and changes made to the baseline data for the projects listed above.
 - Distribute documentation/data and changes to the appropriate Project Managers, and coordinate comments with the appropriate program members from the above projects. Prepare change documentation to assess and implement revised program requirements.
 - Conduct technical reviews of PO&I Department MSFC Work Instructions (MWI) and the POIF Project Plan to affect necessary changes required for ISO 9002 compliance.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 09/2003 - Review the CM & DM Plan
- 03/2004 - Review the CM & DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of performance: 9/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: FD30-02-003

DATE: 8-29-03

Program/Project/Office: CDM Support for MSFC Payload Operations

TASK DESCRIPTIONS:

1. Launch package support.

- Updating the MSFC Payload Operations of Flight Readiness (CoFR) Implementation Plan and supporting updates to the ISS Payloads CoFR as required.
- Integrating the PO&I Launch Package Assessment and tracking Open Work to closure for all Shuttle Flights to the ISS.
- Integrating and presenting the PO&I CoFR package for all Shuttle Flights to the ISS.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

SCHEDULE AND/OR MILESTONES:

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
WBS: 1.3	
Period of Performance: 9/01/03- 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: FD40-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for HMCg

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the HOSC Management Coordination Group. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
 - Is the primary interface with the customer for the daily operations.
 - Orchestrates the setup and operations of the CDM system and audits for the project.
 - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 - Identify and resolve technical programmatic issues related to CDM functions.
 - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide the Secretariat for the HMCg CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
 2. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems [Filemaker Pro and Excel].
 3. Maintain reference files of project data.
 4. Maintain the master change file, Program Control Number (PCN) file.
 5. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
 6. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and

TASK ORDER
CDM SERVICES CONTRACT

accommodates all external and internal CM interfaces.

7. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
8. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
9. Verify export control markings are on all applicable documentation per MWI 7120.4.
10. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 12/2003 - Review the CM Plan
- 06/2004 - Review the CM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 - 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: OSP-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for OSP Program Office (UP01)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the Orbital Space Plane (OSP) Program Office CDM support. This task order contains the OSP (UP01) Program Control Board (PCB), Receipt and Release Desk, Program Planning and Control (UP20), and Automated Systems.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain an OSP program CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces.
 - Act as the PCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program, contractor changes, deviations, and waivers through the project CM system as specified in the Program CM Plan.
 - Review CM-related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
 - Provide RID co-ordinator for OSP design reviews.
2. Provide Data Management (DM) support to define, implement, and maintain an OSP Program DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - Maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
 - Review DM-related data deliverables when received by the project.
 - Support Records Management planning and provide a Records Liaison Officer.
 - Provide training to Program personnel for DM processes.
3. Support the identification and definition of Program data requirements, overall program requirements, contractor and in-house supplied.

TASK ORDER
CDM SERVICES CONTRACT

4. Develop and maintain the Program Master List per MPG 7120.3.
 - Serve as the Program Master List Custodian

OSP Receipt and Release Desk

5. Create and maintain a program library (reference data).
 - Hardcopy or electronic.
 - Maintain library files and index.
6. Assign PCN numbers, document numbers, and maintain and control PCN files.
7. Verify export control markings are on all Program/Project in-house documents not for MSFC release per MWI 7120.4.
8. Ensure that all documentation associated with the PCN change is included in the PCN file-folder.
9. Enter each document approved into the Master List
10. Maintain and control records in accordance with MPG 1440.2.
11. Ensure active records are readily retrievable and disposition inactive records.
12. Provide assignment of Project Codes, Configuration Control Board Codes and effectivity codes.
13. Coordinate in-house document numbers with Project Secretariats.
14. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
15. Provide Document Review for DM requirements and provide re-writes or redlines for format corrections (as needed)

Automated Systems

16. Participate in automated system review and development for OSP Project Link. Provide CDM support to the implementation of OSP Project Link.
17. Support administration of technical requirements and design reviews per MWI 8060.3:
 - Compile requirements and design review packages.
 - Perform Review Item Discrepancy (RID) coordinator functions.
 - Participate in validation of IEC/ICMS Project Link.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

9/2003 prepare draft input for SDR Review plan for UP20
2/2004 prepare draft input for IDR Review plan for UP20
3/2004 Review OSP Program DM plan.
3/2004 Review OSP Program CM plan.

schedule may change refer to the following URL

tp://ospinonet.nasa.gov/schedules/DRAFT_Accelerated_OSP_Summary_Schedules.pdf

	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: OSP-02-002

DATE: 8-29-03

Program/Project/Office: CDM Support for X-37 Project

TASK DESCRIPTIONS:

The contractor (PWI) shall perform the following tasks in support of the X-37 Project:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - Act as the PCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the X-37 CM Plan.
 - Provide support to project to define CM requirements for contract SOWs and CM Data Requirements.
 - Review and evaluate CM-related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents (for in-house and contractor activities).
 - Provide support for on-site contractor Audits, deliver Audit Report
3. Provide Data Manager (DM) to the X-37 Program/Project to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 - Maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 - Provide support to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project.
 - Support Records Management planning as defined in the DMP.
 - Provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.
5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using

TASK ORDER
CDM SERVICES CONTRACT

ProjectLink or other tracking tools.

6. Develop Project Master List
 - Serve as Project Master List Custodian
7. Support administration of technical requirements and design reviews per MWI 8060.3:
 - Compile requirements and design review packages.
 - Perform Review Item Discrepancy (RID) coordinator functions.
 - Support independent CDM reviews as required.
 - Draft X-37 Review plan for FCA/PCA
8. Implement the OSP CDM ProjectLink interface.
 - Provide training and instructions to all program/project personnel on CDM process.
9. Provide document integration services to contractor documents to be loaded into ProjectLink.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

1/15/2004 Draft X-37 Review plan for FCA/PCA
2/2004 Review CM Plan.
2/2004 Review DM Plan.
8/2004 Review CM Plan.
8/2004 Review DM Plan.

for up to date X-37 review schedule go to
http://ospinonet.nasa.gov/schedules/x37_schedule.pdf

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3:	
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: OSP-02-003

DATE: 8-29-03

Program/Project/Office: OSP Program Integration Office (UP50) CDM Support (PIO)

TASK DESCRIPTIONS:

The contractor shall perform the tasks to provide CDM support to the Orbital Space Plane (OSP) Program Integration Office. This task order contains CDM oversight support to the Boeing, Lockheed, Northrop, and OSC contract managers.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - Act as the PCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Program CM Requirements or Plan.
 - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
 - Review CM related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
2. Provide Data Management (DM) support to the Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - Provide a Data Manager to the PIO Project Office (LOCKHEED, BOEING, NGO).
 - Maintain a DM plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per DMP.
 - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project.
 - Provide training to Project personnel for DM processes.
3. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.
4. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent)

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5. Develop Project Master List
 - Serve as Project Master List Custodian
6. Support administration of technical requirements and design reviews per MWI 8060.3:
 - Compile requirements and design review packages
 - Compile Acceptance Data Packages (ADP's)
 - Perform Review Item Discrepancy (RID) coordinator functions
7. Coordinate updates to program/project DPD, DR, IDRD.
 - Support the COTR with their updates to the Data Requirements.
8. Implement the OSP CDM ProjectLink interface.
 - Provide training and instructions to all program/project personnel.
9. Provide training to other NASA centers on the DM processes as related to automation tool. The centers supported are LRC (TA-2), GRC (TA-3), KSC (TA-4), ARC (TA-5), and JSC (TA-9). (No travel is required.)

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

3/2004 Review CDM plan for Boeing contract
3/2004 Review CDM plan for Lockheed contract
3/2004 Review CDM plan for NGO contract

FOR UPDATE TO SCHEDULES REFER TO
http://ospinonet.nasa.gov/schedules/contract_manage_schedule.pdf

	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: OSP-02-005

DATE: 8-29-03

Program/Project/Office: CDM Support for DART

TASK DESCRIPTIONS:

The contractor (PWI) shall perform the following tasks in support of the DART Project: The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
 - Is the primary interface with the customer for the daily operations.
 - Orchestrates the setup and operations of the CDM system and audits for the project.
 - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 - Identify and resolve technical programmatic issues related to CDM functions.
 - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - Act as the CCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the DART CM Plan.
 - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
 - Review and evaluate CM-related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
 2. Perform CM audits per MWI 8040.7 or appropriate program documents (for in-house and contractor activities).
 - Provide support for on-site contractor Audits, deliver Audit Report
 - Support of the FCA/PCA/NEQA Audits at Dulles and provide audit results.
 3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 - Maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.

TASK ORDER
CDM SERVICES CONTRACT

- Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3. using ProjectLink.
 - Provide support to define DM requirements for Contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when assigned by the project.
 - Support Records Management planning as defined in the DMP.
 - Provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied. Prepare DRLs using information supplied by the DART Project.
5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using ProjectLink or other tracking tools. Provide DR status at project meetings and reviews.
6. Develop Project Master List
- Serve as Project Master List Custodian
7. Support administration of technical requirements and design reviews per MWI 8060.3:
- Compile requirements and design review packages
 - Support Design Reviews, perform Review Item Discrepancy (RID) coordinator functions
 - Maintain Action item log
 - Support independent CDM reviews as required.
8. Implement the OSP CDM ProjectLink interface.
- Provide training and instructions to all program/project personnel on CDM process.
9. Provide document integration services to contractor documents to be loaded into ProjectLink.
10. Provide CDM Project Lead to coordinate CDM tasks with PWI Team Lead and ED43 Team lead:
- Resolve CDM issues for DART project
 - Provide the DART Data Manager
 - Review data items for compliance with contract requirements.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

11/2003 Review DART CDM Plan.
2/2003 Audit Plan for CM system Audit at OSC
1/2004 Preship Review Plan
1/2004 input to MRR plan
2/2004 input to FRR plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: OSP-02-006

DATE: 8-29-03

Program/Project/Office: DM Support for PIO SE&I

TASK DESCRIPTIONS:

The contractor shall perform the tasks to provide DM Support to OSP Program Integration Office (PIO), Systems Engineering and Integration Office (SE&I) (UP50) at MSFC. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
 - Is the primary interface with the customer for the daily operations.
 - Orchestrates the setup and operations of the CDM system and audits for the project.
 - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 - Identify and resolve technical programmatic issues related to CDM functions.
 - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Data Management (DM) support to the SE&I Manager to define, implement, and maintain a project DM system that complies with SE&I Office unique requirements and accommodate all SE&I Office external and internal DM interfaces.
 - Administer the Document Control Process (DCP) (for SE&I documentation) per MPG 7120.3. Using Project Link.
 - Review data deliverables when assigned by the project.
 2. Track and receive deliverable contractor data per the project DPD, IDRD, and DRL (or equivalent) using Project Link or other tracking data bases, load into Project Link, initiate the DR workflow for evaluation and approval.
 3. Perform CDM SE&I Project Lead tasks to coordinate CDM tasks with PIO/SE&I. Act as the Secretariat for the SE&I Engineering Review Board (ERB)
 4. Attend SE&I meetings and track action items and generate minutes.
 5. Prepare and deliver monthly data status reports to the project.

DNS

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

1/2004 SE&I Engineering Review Board (ERB) Plan

CWC:

WBS: 1.3

PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-430-04-00

TASK ORDER #: SD20-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for Solar-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the SOLAR-B project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed as needed. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the Solar-B CCBs in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed as needed. Outstanding changes will be incorporated at that time.
5. Administer the Document Control Process (DCP) for non-configuration documentation (MPG 7120.3).
6. Maintain the master change file, Program Control Number (PCN) file.
7. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
8. Serve as the Master List custodian in accordance with MPG 7120.3.
9. Support administration of Technical/Design Reviews.
10. Organize and post design review data-packs.
11. Provide secretariat and administrative support to the SOLAR-B Verification process to include:
 - Distribution of verification packages to reviewers, collecting evaluations.
 - Record results in verification closure matrix, distribution verification packages to records.

TASK ORDER
CDM SERVICES CONTRACT

12. Provide the services of web site librarians, master list custodians, data/document entry and retrieval as necessary to support an electronic implementation of all data and documents.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Quality records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

SCHEDULE AND/OR MILESTONES:

1. September, 2003 -Review CM Plan
2. September 2003 -Review DM Plan.
3. March 2004 -Review CM Plan
4. March 2004 -Review DM Plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-1785-20-13

TASK ORDER # SD20-02-003

DATE: 8-29-03

Program/Project/Office: CDM Support for GLAST Burst Monitor

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to GLAST Burst Monitor (GBM) project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the GBM CCBs in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
5. Maintain the master change file, Program Control Number (PCN) file.
6. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
7. Support administration of Technical/Design Reviews.

TASK ORDER
CDM SERVICES CONTRACT

Special Instructions:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Project technical reviews contained in the milestones are subject to Project schedules.

Schedule and/or Milestones:

October 2003	Perform CDM Tasks for Ground Systems Critical Design Review
December 2003	Perform CDM Tasks for Detector and Power Box Critical Design Review
January 2004	Perform CDM Tasks for GBM Systems Critical Design Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction.
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: SD30-02-003
DATE: 8-29-03

Program/Project/Office: CDM Support for GP-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Gravity Probe-B (GP-B) project. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
- Is the primary interface with the customer for the daily operations.
- Orchestrates the setup and operations of the CDM system and audits for the project.
- Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
- Identify and resolve technical programmatic issues related to CDM functions.
- Responsible for the setup and implementation of the CDM system for the assigned project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the GP-B CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCBD actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
5. Administer the Document Control Process (DCP) for non-configuration documentation (MPG

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- 7120.3).
6. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
 7. Track and receive deliverable data per the project DPD, IDR, and DRL (or equivalent).
 8. Maintain the master change file, Program Control Number (PCN) file.
 9. Support Records Management planning.
 10. Provide training to Project Personnel for CM processes.
 11. Provide training to Project Personnel for DM processes.
 12. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
 13. Review CM-related data deliverables when received by the project.
 14. OPR for Contract Surveillance Plan (GPB-PLAN-2001).
 15. Verification Control Board Secretariat (GPB-PLAN-2001).
 16. Support CM functions at Technical Interchange Meetings, Acceptance Reviews, or Pre-Ship Reviews.

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SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2

SCHEDULE AND/OR MILESTONES:

September 2003 - Review CM Plan
September 2003– Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, 1.1, 1.3, Cost Control, and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/2003 – 8/31/2004	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: SD40-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for SD40 MSAD Projects

1.0 MSRR-1 PROJECT

1.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the MSRR-1 project.

The contractor shall provide Configuration Management (CM) and Data Management (DM) related support to the MSRR-1 Project. Specific tasks include:

1. Support the MSRR-1 Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements
2. Support the MSRR-1 Level III and Level IV CCB Secretariat as follows:
 - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
 - b. Maintain the master change file, Program Control Number (PCN) file.
 - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Support the compilation of Acceptance Data Packages (ADP)
4. Maintain reference files of project data.
5. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
6. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
7. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
8. Provide training to Project personnel for DM processes.
9. Track and receive remaining deliverable data per the project DPD, IDRD, and DRL.
10. Serve as the Master List custodian in accordance with MPG 7120.3.
11. Create and maintain program/project library (reference data).
12. Attend MSRR-1 PDT and record minutes (i.e., issues, actions and announcements).
13. Track the remaining open RIDS from the IPL-CDR.

2 SDOS DATA PACKAGE:

Review proposed SDOS task order, identify MSFC controlled technical data (in a list) to support the task order, coordinate the list with project manager. After project approval, gather, collect and transmit

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technical information to support the engineering activities in the project as implemented in the SDOS contract task order. The data provided is to use existing media and formats (either computer or paper). This task does not include converting existing media to electronic files.

1.3 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2

1.4 MILESTONES:

September 2003 - Review DM Plan
September 2003 - Review CM Plan
March 2004 – Review DM Plan
March 2004 – Review CM Plan

2 QMI PROJECT

2.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the QMI project.

The contractor shall provide Configuration Management (CM) and Data Management (DM) related support to the QMI Project. The contractor shall provide the QMI CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
- Is the primary interface with the customer for the daily operations.
- Orchestrates the setup and operations of the CDM system and audits for the project.
- Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
- Identify and resolve technical programmatic issues related to CDM functions.
- Responsible for the setup and implementation of the CDM system for the assigned project.

Specific tasks include:

Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time and review in-house and

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contractor plans and documentation for appropriate CM requirements inclusion.

2. Provide a Secretariat for the QMI CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCBD actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
3. Provide CM support to the FCA/PCA in accordance with MWI 8040.6
4. Support the compilation of Acceptance Data Packages (ADP)
5. Maintain reference files of project data.
6. Support technical and design reviews by compiling the data package, administering the RID system and tracking RIDs to closure, and providing the Pre-Board/Board minutes.
7. Provide training to Project personnel for CM processes.
8. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
9. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
10. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
11. Provide training to Project personnel for DM processes.
12. Track and receive deliverable data per the project DPD, IDRD, and DRL.
13. Serve as the Master List custodian in accordance with MPG 7120.3.
14. Create and maintain program/project library (reference data).

2.2 SDOS DATA PACKAGE:

Review proposed SDOS task order, identify MSFC controlled technical data (in a list) to support the task order, coordinate the list with project manager. After project approval, gather, collect and transmit technical information to support the engineering activities in the project as implemented in the SDOS contract task order. The data provided is to use existing media and formats (either computer or paper). This task does not include converting existing media to electronic files.

3 SPECIAL INSTRUCTIONS:

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The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2

2.4 MILESTONES:

September 2003 - Review DM Plan
November 2003 - Perform CDM tasks for the Delta CDR
March 2004 - Review DM Plan

3.0 MSG/G-LIMIT PROJECT

3.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Microgravity Science Glovebox (MSG) Projects and the G-Limit Project.

15. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
16. Provide CM support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
17. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
18. Provide a Secretariat for the G-Limit and MSG CCBs in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings

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- Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCBD actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
19. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.

3.2 SDOS DATA PACKAGE:

Review proposed SDOS task order, identify MSFC controlled technical data (in a list) to support the task order, coordinate the list with project manager. After project approval, gather, collect and transmit technical information to support the engineering activities in the project as implemented in the SDOS contract task order. The data provided is to use existing media and formats (either computer or paper). This task does not include converting existing media to electronic files.

3.3 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to completion of funds.

3.4 MILESTONES:

January 2004 - Review CM Plan
January 2004 - Review DM Plan
July 2004 - Review CM Plan
July 2004 - Review DM Plan

4.0 OPCGA PROJECT

4.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the OPCGA Project CDM support.

1. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
2. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
4. Provide a Secretariat for the OPCGA CCB in accordance with MWI 8040.2. Secretariat

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responsibilities include:

- Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
5. Provide secretariat and administrative support to the OPCGA Verification Control Board (VCB) utilizing the VRC to include:
- Distribution verification packages to VCB members
 - Collecting VCB evaluations
 - Working with verification managers to define disposition for VCB
 - Preparing agendas for VCB meetings
 - Recording VCB minutes
 - Writing draft directives of VCB disposition of verification packages
 - Recording results in a verification closure matrix
 - Distributing VCB packages to records
 - Uploading of electronic VCB data into the OPMS web site/server
 - Transfer of electronic VCB files between partitions on OPMS
 - Provide librarian services for VCB OPMS users
6. Support major design/technical reviews utilizing the automated Review Item Discrepancy (RID) system.
7. Develop Project Master List and serve as Master List Custodian (MPG 7120.3).

4.2 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

4.3 MILESTONES:

October 2003 - Review CM Plan
April 2004 - Review CM Plan

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April 2004 - Perform CDM tasks for Pre-ship Review

5.0 MSAD DATA MANAGEMENT SUPPORT

5.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3.2 and 1.3.3 of this contract to provide Data Management support to the Microgravity Science and Applications Department (MSAD). Specific tasks are defined below:

1. Provide Data Management (DM) support to the Microgravity Science and Applications Department (MSAD) Manager and Group Leads to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
2. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the MSAD Manager and Group Leads Document Control Boards. Secretariat responsibilities include:
 - Create and maintain CCB charter memos; coordinate approval and distribute
 - Receive and process change packages
 - Coordinate assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for DCB
 - Prepare and distribute DCB agendas and minutes and administer the DCB meetings
 - Prepare DCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track DCB Directives and actions to completion

Note: This includes support of the Document Configuration Control Boards (DCCB) as well as Discipline Control Boards in SD41.

4. Establish a tracking system using an Excel spreadsheet that accomplishes the following:
 - contains all DCB action items
 - reflects all baselined documents and their current revision
 - reflects the latest released documentation maintained in the MSAD Quality Records Files.
5. Assign document numbers for MSAD generated documents in accordance with the MSAD DMP. Assure that this documentation adheres to the requirements of MWI 7120.4

5.2 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

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5.3 SCHEDULE AND/OR MILESTONES:

December 2003 – Review DM Plan
June 2004 – Review DM Plan

6.0 CDM SUPPORT FOR BIC, Delta-L, PEP, CGH, GEDS, SHIVA, and RDGS

6.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the BIC, Delta-L, PEP, CGH, GEDS, SHIVA, and RDGS Projects CDM support.

1. Prepare and maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
2. Prepare and maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
4. Support the SHIVA Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements inclusion.
5. Support the SHIVA CCB Secretariat as follows:
 - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
 - b. Maintain the master change file, Program Control Number (PCN) file.
 - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
6. Provide a Secretariat for BIC, Delta-L, PEP, CGH, GEDS, and RDGS, CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
7. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all

TASK ORDER
CDM SERVICES CONTRACT

external and internal DM interfaces.

8. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.

6.2 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

6.3 SCHEDULE AND/OR MILESTONES:

October 2003	- Perform CDM tasks for GEDS RDR
October 2003	- PEP/CGH Develop DM Plan
October 2003	- PEP/CGH Develop CM Plan
November 2003	- Delta-L, Review CM Plan
November 2003	- Delta-L, Review DM Plan
April 2004	- PEP/CGH Review DM Plan
April 2004	- PEP/CGH Review CM Plan
May 2004	- Delta-L, Review CM Plan
May 2004	- Delta-L, Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 794-30-03 *jc*

TASK ORDER NGLT-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for NGLT Program

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract for NGLT Program CDM support.

- 1) Provide Configuration Management (CM) support to define, implement, and maintain a program CM system that complies with NASA, and program unique requirements and accommodates all external and internal CM interfaces.
 - Provide Alternate Secretariat support and configuration documentation process activity support for the Level I Program Requirements Control Board (PRCB).
 - Process and account program changes, deviations and waivers through the program CM system as specified in the NGLT Program Implementation Plan (PIP) and maintain the PRCB procedure.
 - Provide support to the Program to define CM requirements for contract Statement of Work (SOW) and CM Data Requirements
 - Review CM-related data deliverables.
 - Support administration of the requirements/design reviews, audits, and acceptance reviews.
 - Support administration of special topics brought to the PRCB.
 - Provide presentations to program personnel on CM processes.
 - 2) Provide Secretariat support to the Level I Engineering Review Board (ERB) and maintain ERB procedure for ERB activity.
 - Support administration of special topics brought to the PRCB.
 - Provide presentations to program personnel on CM processes.
 - 3) Provide Data Management (DM) support to the Program to define, implement, and maintain a program DM system that complies with NASA, and program unique requirements and accommodates all external and internal DM interfaces.
 - Administer the document control process for non-configuration documents in accordance with the NGLT PIP.
 - Provide support to the program to define DM requirements for contract SOW and DM Data Requirements
 - Review DM-related data deliverables.
 - Support Records Management planning and implementation.
 - 4) Maintain the CM, DM and Records Management (RM) sections of the NGLT PIP. Review the CM, DM, and RM sections every six months, identify changes, and update the plan.
- Support the identification and definition of Program Data Requirements, overall program requirements,

TASK ORDER
CDM SERVICES CONTRACT

contractor and in-house supplied via a Program Document Tree and Document Matrix.

- 6) Track and receive deliverable data per the Program Data Procurement Document, In-house Data Requirements Document, and Data Requirements List (or equivalent).
- 7) Serve as the Master List custodian.
- 8) Maintain a Receipt and Release Desk (R/RD) for Program and Projects to generate/maintain CM Logs; to issue various CM numbers; to maintain master CM Program Control Number (PCN) files; to review document format/data distribution marking; to release documents; to maintain central library for reference documents; and to maintain the R/RD procedure.
- 9) Provide guidance to the program on CDM policies, procedures, and plans, including review of all program and project CDM outputs.
 - Maintain Project Control Board (PCB) procedure.
- 10) Define and manage the CDM processes for the selected NGLT Program automated tool.
 - Maintain CDM processes utilizing automated tool procedure.
 - Assist training and instruction to all program personnel for automated CDM processes.
- 11) Support records management planning and implementation.
 - Maintain Records Management section of NGLT Program Implementation Plan.
 - Assist in Electronic Data transfer and archiving.
- 12) Conduct DM/CM System audits, as required.
- 13) Generate and maintain a Program and Project Closeout procedure; assist in the compilation of a program and project closure data package; and support the program and project closure process.

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CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 10/2003 – Deliver CM/DM overview presentation charts for Program Independent Review.
- 11/2003 – Conduct DM/CM Selected project audit.
- 12/2003 - Deliver Program and Project Closure procedure.
- 01/2004 – Review, identify changes, and deliver revised PRCB and ERB charter letters.
- 02/2004 – Review, identify changes, and deliver revised DM, CM, and Records Management sections for the Program implementation Plan.
- 03/2004 – Review, identify changes, and deliver revised PRCB, ERB, R/RD, PCB, and STIN CDM Process.
- 04/2004 – Review, identify changes, and deliver revised DM sections.
- 05/2004 – Conduct DM/CM Selected project audit.
- 06/2004 – Deliver CM/DM overview presentation charts for Program Independent Review.
- '2004– Review, identify changes, and deliver revised DM, CM, and Records Management sections for the Program Implementation Plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 - 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER: TD07-02-002
DATE: 8-29-03

Program/Project/Office: Configuration and Data Management (CDM) Support for NGLT Projects

TASK DESCRIPTIONS:

The contractor shall perform tasks to provide CDM support to the Next Generation Launch Technology (NGLT) Propulsion Technology Projects Office projects and the Launch Systems Technology Office subprojects and elements. This task order contains CDM support to Rocket Engine Prototype (REP), Rocket Based Combined Cycle/Integrated System Test of an Air breathing Rocket (RBCC/ISTAR), Integrated Powerhead Demonstrator (IPD), Auxiliary Propulsion (AP), and the Propulsion Technology and Integration (PT&I) projects; the X-43C Booster & Launch Services Subproject of the X-43C Demonstrator Project; and the Technology Flight Demonstrations (TFD) Subproject of the Vehicle Systems Research & Technology (R&T) Project. PWI will perform the following tasks, as required, for NGLT WBS 2.1, 2.2, 2.4, 2.5, 2.7, 4.1.2, and 4.3.7:

1. The contractor shall provide the CDM project lead functions, except for RBCC. These include:
 - Responsible for both configuration and data management system and operations of the assigned project.
 - The primary interface with the customer for daily operations.
 - Orchestrate the setup and operations of the CDM system and audits for the project.
 - Keep team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 - Identify and resolve technical programmatic issues related to CDM functions.
 - Responsible for the setup and implementation of the CDM system for the assigned project.
2. Provide hardware and software Configuration Management (CM) support to define, implement, and maintain a project CM System that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces including:
 - Generate and maintain a CM Plan per MWI 8040.1. Review the plan every six months, identify changes, and update the plan.
 - Support the identification/definition of the technical configuration documentation.
 - Act as the Project Control Board (PCB) Administrator (Secretariat) per MWI 8040.2.
 - Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
 - Process and account for program, contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Plan.
 - Support administration of audits per MWI 8040.6.
 - Perform CM System audits per MWI 8040.7 and certify the CM System.
 - Provide support to define CM requirements for contract Statement of Works (SOWs)

TASK ORDER
CDM SERVICES CONTRACT

and CM Data Requirements.

- Review CM-related data deliverables.
- Provide training to Project personnel for CM processes.
- Provide presentations to project personnel on CM processes.

3. Provide the Secretariat for the Project Control Board (PCB) in accordance with MWI 8040.2. Secretariat responsibilities include:

- Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
- Create and maintain PCB charter letter and Effectivity Sheets; coordinate through project approval and distribute.
- Receive CR, ECR, ECP, and DAR change packages; check for completeness; and acquire PCN numbers.
- Coordinate with subproject for assignment of CPE and evaluators.
- Distribute change packages for review, coordinate with CPE and schedule for PCB.
- Prepare and distribute PCB agendas and minutes and administer the PCB meetings.
- Prepare Control Board Directives (CBDs) or PCB Change Evaluations (CEs) and obtain PCB member signatures.
- Provide PCB Change Evaluations to higher-level board as applicable.
- Aid project to submit proposed changes to higher level boards as applicable.
- Support administration of special topics brought to the PCB.

4. Support administration of Requirements and Design Reviews per MWI 8060.3:

- Perform Review Item Discrepancy (RID) or Action Item Coordinator functions: coordinate the set-up of an appropriate RID or Action Item processing/tracking system; input/track RIDs or Action Items from submission through closure; and provide status reports, as required.
- Compile requirements and design review packages.

5. Support administration of the Acceptance Review:

- Compile Acceptance Data Package (ADP).
- Review CM-related sections of the ADP.
- Perform final CDM evaluation to ensure the readiness of accepting the end items.

6. Provide Data Management (DM) support to define, implement, and maintain a project DM System that complies with NASA, MSFC MPG 7120.3, and project unique requirements and to accommodate all external and internal DM interfaces including:

- Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months, identify changes, and update the plan.
- Administer the Document Control Process (DCP) through the PCB for non-configuration documentation.
- Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied per MWI 7120.2.

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- Provide support to project to define DM requirements for contract SOWs and DM Data Requirements (DRs) per MWI 7120.2.
- Coordinate updates to project DPD, DRL, and IDRD.
- Revise, delete and add to each project, as requested by the project.
- Track and receive deliverable data per the project DPD, IDRD, and DRL using the Space Transportation Information Network (STIN) automated system.
- Develop Project Master List per MPG 7120.3 through the STIN database and associated Excel spreadsheets and serve as the Project Master List Custodian.
- Review DM-related data deliverables.
- Perform DM System audits and certify the DM System.
- Support Records Management planning.
- Provide training to Project personnel for DM processes.
- Provide presentations to project personnel on DM processes.

7. Support the development of a project closure package and support the project closure process.

8. Provide CDM process requirements to STIN Administrator; implement the NGLT CDM Project on STIN; and support the migration of data from PDS/VRC to STIN.

PWI will perform the following unique tasks for PT&I Project, WBS 2.7 and Technology Flight Demonstrations Subproject, WBS 4.3.7:

9. Administer the project/subproject activity as the Technical Interchange Meeting (TIM) secretariat by providing minutes, documenting as a minimum any issues, agreements and actions items and perform action item tracking utilizing STIN.

TASK ORDER
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SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

REP

- 01/2004 – Review, identify changes, and deliver revised PCB charter letter
- 02/2004 – Review, identify changes, and deliver revised separate CM Plan and DM Plan
- 04/2004 - Conduct CM/DM System Audit
- 06/2004 – Review, identify changes, and deliver revised DM Plan
- 06/2004 – Review, identify changes, and deliver revised CM Plan
- 07/2004 – RS-84 Engine System CDR

IPD

- 01/2004 – Review, identify changes, and deliver revised PCB charter letter
- 02/2004 – Review, identify changes, and deliver revised DM & CM sections
- 3/2004 – Review, identify changes, and deliver revised DM & CM sections

AP

- 09/2003 – Deliver draft CM sections
- 12/2003 – Review, identify changes, and deliver revised DM sections
- 02/2004 – Review, identify changes, and deliver revised PCB charter letter
- 03/2004 – Review, identify changes, and deliver revised CM sections
- 06/2004 – Review, identify changes, and deliver revised DM sections
- 07/2004 – Aerojet Prototype RCE CDR

PT&I

- 11/2003 – Review, identify changes, and deliver revised PCB charter letter
- 12/2003 – Review, identify changes, and deliver revised DM Plan
- 01/2004 – Deliver draft CM Plan
- 06/2004 – Review, identify changes, and deliver revised DM Plan
- 07/2004 – Review, identify changes, and deliver revised CM Plan

TFD

- 11/2003 - Quarterly Review
- 12/2003 - Wallops TIM
- 12/2003 - Deliver draft DM and CM Addendums
- 01/2004 - Review, identify changes, and deliver revised PCB charter letter
- 01/2004 - Sandia TIM
- 02/2004 - PDR

<p style="text-align: center;">TASK ORDER CDM SERVICES CONTRACT</p>

<p>03/2004 - Program Quarterly 04/2004 - Subproject TIM 06/2004 - Wallops TIM 06-2004 - Review, identify changes, and deliver revised DM & CM addendums 08/2004 - CDR</p>

<p>X-43C 10/2003 - Deliver draft CM Plan 11/2003 - Deliver draft DM Plan 05/2004 - Review, identify changes, and deliver revised DM Plan 06/2004 - Review, identify changes, and deliver revised CM Plan 07/2004 - SRR</p>

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-721-10-1A

TASK ORDER #: TD07-02-003

DATE: 8-29-03

Program/Project/Office: CDM Support for NGLT Systems Engineering & Analysis *Segment 8*

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support for the Systems Engineering & Analysis *Segment 8* on the Next Generation Launch Technology (NGLT) Program.

1. Provide Configuration Management (CM) support to define, implement, and maintain a department CM system that complies with NASA, MSFC MPG 8040.1, and program unique requirements and accommodates all external and internal CM interfaces.
2. Provide Data Management (DM) support to define, implement, and maintain a project DM system that complies with NASA, MSFC MPG 7120.3 and department/program unique requirements and accommodates all external and internal DM interfaces.
3. Define, draft and maintain the CM Plan per MWI 8040.1 and any related Organizational Issuances (OIs) as needed. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
4. Define, draft and maintain the DM Plan per MWI 7120.5 and any related Organizational Issuances (OIs). Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
5. Provide the Alternate Secretariat for the NGLT Systems Engineering and Analysis Engineering Control Board (ECB). Alternate Secretariat responsibilities include:
 - Reserve project, ECB, and effectivity codes with the MSFC Release Desk.
 - Create and maintain ECB charter memos and Effectivity Sheets; coordinate through department approval and distribute.
 - Receive CR, ECR, ECP, and DAR change packages, check for completeness, and acquire PCN/CR numbers.
 - Coordinate assignment of CPE and evaluators.
 - Distribute change packages for review, coordinate with CPE and schedule for ECB.
 - Prepare and distribute ECB agendas and minutes and administer the ECB meetings.
 - Prepare Control Board Directives (CBDs) and obtain ECB member signatures.
 - Track actions to completion.
 - Provide ECB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards.
6. Provide configuration accounting in accordance with MPG 8040.1.
7. Serve as the Master List custodian in accordance with MPG 7120.3 and maintain data in selected automated system.
8. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) and review CM and DM related deliverables..
9. Support and coordinate the identification/definition of Data Requirements, contractor and in-house supplied in accordance with MWI 7120.2.

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10. Provide guidance on CDM policies, procedures and plans.
11. Support administration of requirements reviews, design reviews, and audits per MWI 8060.3, MWI 8040.6 and MWI 8040.7:
 - Perform Review Item Discrepancy (RID) or Action Item (AI) Coordinator functions: coordinate the set-up of an appropriate RID or AI processing/tracking system; provide RID or AI user input to review plans; provide training to use applicable RID or AI system; input/track RIDs or AIs from submission through closure; and provide status reports, as required.
 - Assist in the compilation of requirements and design review packages.
 - Upload and maintain review documents and data for review.
 - Perform Secretariat duties for review boards and provide board minutes.
12. Assess, define and coordinate requirements for CDM processes for automation.
13. Provide support for records management planning and implementation.

Change "ECB to PCB" *Reddy*

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

Deliver SEA DM Plan	10/02/2003	
Deliver SEA CM Plan	10/27/2003	
Review, identify changes, and deliver revised SEA DM Plan		04/2004
Review, identify changes, and deliver revised SEA CM Plan		04/2004

	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
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WBS: 1.3	
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PERIOD OF PERFORMANCE: 9/01/03 – 08/31/04	
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TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

TASK ORDER #: TD10-02-006

UPN: 62-800 91-01 *R*

DATE: 8-29-03

Program/Project/Office: CDM Support for In-Space Propulsion Project

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the In-Space Propulsion Project.

1. The contractor shall provide the CDM project lead functions. These include:
 - Responsible for both configuration and data management system and operations of the assigned project.
 - The primary interface with the customer for daily operations.
 - Orchestrate the setup and operations of the CDM system and audits for the project.
 - Keep team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 - Identify and resolve technical programmatic issues related to CDM functions.
2. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
4. Draft and maintain the CM Plan per MWI 8040.1. Review the CM Plan every six months, identify changes, and update the plan.
5. Draft and maintain the DM Plan per MWI 7120.5. Review the CM Plan every six months, identify changes, and update the plan.
6. Provide the Secretariat for the In-Space Project Control Board (PCB) in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, PCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain PCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.

- Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for PCB
 - Prepare and distribute PCB agendas and minutes and administer the PCB meetings
 - Prepare Control Board Directives (CBDs) or PCB Change Evaluations (CEs) and obtain PCB member signatures
 - Track actions to completion.
 - Provide PCB CEs to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards, as applicable.
7. Provide configuration accounting in accordance with MPG 8040.1.
 8. Maintain the master change file, Program Control Number (PCN) file.
 9. Serve as the Master List custodian in accordance with MPG 7120.3.
 10. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) and review CDM related deliverables when received by the project.
 11. Support the identification/definition of Project Data Requirements, overall project requirements, contractor and in-house supplied in accordance with MWI 7120.2.
 12. Perform Receipt/Release Desk functions.
 13. Provide guidance on CDM policies, procedures and plans.
 14. Support administration of requirements reviews, design reviews, audits and acceptance reviews.
 15. Assess, define and coordinate requirements for CDM processes for automation.
 16. Provide support for records management planning and implementation.
 17. Perform DM/CM System audits per MWI 8040.7 and certify the DM/CM System.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

10/2003 – Deliver draft PCB charter letter
10/2003 – Deliver draft DM Plan
10/2003 – Deliver draft CM Plan
12/2003 – Conduct DM/CM System Audit.
03/2004 – Review, identify changes, and deliver revised PCB charter letter
04/2004 – Review, identify changes, and deliver revised DM Plan
04/2004 – Review, identify changes, and deliver revised CM Plan
05/2004 – Conduct DM/CM System Audit.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 903-01-90

TASK ORDER #: TD11-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for Launch Services Support Project Office

TASK DESCRIPTIONS:

The contractor shall perform the tasks, as limited by the negotiated manpower level, under WBS 1.3 of this contract to provide CDM support to the Launch Services Support Project.

1. The contractor shall provide the CDM project lead functions. These include:
 - Responsible for both configuration and data management system and operations of the assigned project.
 - The primary interface with the customer for daily operations.
 - Orchestrate the setup and operations of the CDM system for the project.
 - Keep team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 - Identify and resolve technical programmatic issues related to CDM functions.
 - Responsible for the setup and implementation of the CDM system for the assigned project.
2. Provide hardware Configuration Management (CM) support to define, implement, and maintain a project CM System that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces including:
 - Maintain CM sections in the Project Plan per MWI 8040.1. Review the CM sections every six months, identify changes, and update the sections.
 - Support the identification/definition of the technical configuration documentation.
 - Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
 - Process and account for program, contractor changes, deviations, and waivers through the project CM system as specified in the CM section of the Project Plan.
3. Provide the Secretariat for the Launch Services Support Configuration Control Board (CCB) in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk.
 - Maintain CCB charter letter and Effectivity Sheets; coordinate through project approval and distribute.
 - Receive CR, ECR, ECP, and DAR change packages; check for completeness; and acquire PCN numbers.
 - Coordinate with project for assignment of CPE and evaluators.
 - Distribute change packages for review, coordinate with CPE and schedule for CCB.
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings.

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- Prepare Control Board Directives (CBDs) or CCB Change Evaluations (CEs) and obtain CCB member signatures.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
4. Provide Data Management (DM) support to define, implement, and maintain a project DM System that complies with NASA, MSFC MPG 7120.3, and NGLT Program/Project unique requirements and to accommodate all external and internal DM interfaces including:
- Maintain the DM sections in the Project Plan per MWI 7120.5. Review the sections every six months, identify changes, and update the sections.
 - Administer the documentation control process utilizing the CCB and the STIN automated system.
 - Track and receive deliverable data per the project DPD, IDRD, and DRL using the STIN automated system and review CDM related deliverables received by the project.
 - Develop project Master List per MPG 7120.3 through the STIN database and serve as the project Master List Custodian.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

10/2003 – Review, identify changes, and deliver revised CM and DM sections of the Project Plan.

11/2003 – Review, identify changes, and deliver revised PCB charter letter.

1/2004 – Review, identify changes, and deliver revised CM and DM sections of the Project Plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost and customer satisfaction
WBS: 1.3	
Period of Performance: 09/01/03 – 8/31/04	

**TASK ORDER
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: SV10-04-003R1

DATE: 9/8/05

Program/Project/Office: Configuration Management Support for ECLSS, MSG and LOCAD

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide Configuration Management (CM) support to the ECLSS, MSG and LOCAD Projects.

Configuration Management Activities:

1. Implement and maintain a project CM system that meets NASA, MSFC, and project unique CM programmatic and integration requirements.
 - a. Review and evaluate all CM-related data deliverables.
 - b. Provide training to Project Personnel for CM processes.
 - c. Provide support to project to define CM requirements for contract SOWs, and CM data Requirements.
 - d. Maintain the CM Plan per MPR 8040.1.
2. Provide the Secretariat for the ECLSS, MSG and LOCAD CCBs in accordance with MPR 8040.1. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN numbers.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for CCB.
 - e. Prepare and distribute CCB agendas, minutes and CCB presentations.
 - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPR 8040.1 using project tracking and accounting systems.
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MPR 8040.1.
3. Provide CM support to the ECLSS FCA/PCAs in accordance with MPR 8040.1.
4. Support and facilitate Acceptance Reviews and Project Closeouts.
 - a. Review CM-related sections of the ADP.
 - b. Perform final CM evaluation to ensure the readiness of accepting the end items.

TASK ORDER
CDM SERVICES CONTRACT

5. Perform the following additional tasks for the MSG and LOCAD Projects only:
- a. Serve as the Master List custodian in accordance with MPR 7120.3
 - b. Support administration of Requirements and Design Reviews per MPR 8060.3.
 - c. Receive, file, and track Project data packages.
 - d. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
 - e. Status and account deliverable data per the Program Data Procurement Document, Doc Matrix, and Data Requirements List (or equivalent).

**TASK ORDER
CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

All Projects technical reviews contained in the milestones are subject to Project schedules.

The purpose of this revision is to add support for MSG and LOCAD projects.

SCHEDULE AND/OR MILESTONES:

09/2005 - Urine Processor Assembly (UPA) PCA @ MSFC

11/2005 - Power Supply Module (PSM) PCA @ MSFC

12/2005 - OGS PCA @ MSFC

3/2006 - WRS PCA @ MSFC

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
Control and Customer Satisfaction

WBS: 1.3

Period of Performance: 9/1/05 – 8/31/06

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-252-92-01

TASK ORDER #: ED03-04-001

DATE: 8/8/05

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with ED03-OWI-003, COLSA will maintain and update relevant NASA databases and records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.
2. In accordance with ED03-OWI-003, COLSA will develop and review documentation, as needed, by the Technology Transfer Department, using relevant databases and other sources as needed.
3. In accordance with ED03-OWI-003, COLSA will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The COLSA Sales estimate for this task order exceeds the contract value. Therefore the COLSA Sales estimate of \$310,937 should be used for budgeting purposes.

SCHEDULE AND/OR MILESTONES:

None

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction

WBS: 1.5

Period of Performance: 9/1/05- 8/31/06

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-103-06-10

TASK ORDER #: ED03-04-002

DATE: 8-8-05

Program/Project/Office: DM Support for Technical Standards Program

TASK DESCRIPTIONS:

The contractor shall provide support to the NASA Technical Standards Program by performing the tasks identified under WBS 1.4 of this contract.

1. NASA Technical Standards Program Manager consultations on technical issues –provide management advice where appropriate.
 - a. Review and prepare inputs and draft requirement documents pertaining to Program Office initiatives.
 - b. Prepare draft white papers on operational technical issues
 - c. Prepare draft responses for Program Manager on technical issues.
 - d. Review and provide inputs to Program documents (examples, NPD, NPR, Program Plan, Document Mgmt Plan, etc.)
 - e. Attend Agency wide and Industry seminars/meetings and make presentations when requested. Prepare draft charts for these meetings.
 - f. Participate in reviews of web page updates pertaining to all aspects of the Program.
2. Review lists of standards documents (title, date, current status) recommended for Agency adoption to validate the input. Provide recommended document inputs to the web page manager in appropriate format for adding to the Adopted or Pending Adoption listing on the NASA Technical Standards preferred listing. This includes documents submitted for update notification under SUNS system.
 - a. Prepare lists of Pending Adoption standard documents to be sent to NTSWG members for review and endorsement.
 - b. Review and prepare updates to the NASA Preferred Technical Standards listing.
3. Evaluate and provide responses to questions from NASA & Industry personnel pertaining to standards. Also evaluate and provide responses to feedback questions pertaining to the NASA Tech Standards Full Text Technical Standards System.
4. Support Lesson Learned/Best Practices/Application notes task – establish key words, assign categories, associate to standards documents, prepare draft input template and other LL/BP/AN tasks as assigned.
5. Provide technical writing services for NASA Technical Standards.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Support will be accomplished in collaboration with NASA Technical Standards Program Manager and Staff Members.

The COLSA Sales estimate for this task order exceeds the contract value. Therefore the COLSA Sales estimate of \$118,293 should be used for budgeting purposes.

SCHEDULE AND/OR KEY MILESTONES:

As established by NASA Technical Standards Program Manager in response to established Program action items.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.4, Cost Control and Customer Satisfaction
WBS: 1.4	
Period of Performance: 9/01/05 – 8/31/06	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-700-10-00

TASK ORDER #: EO20-04-003

DATE: 8/8/05

Program/Project/Office: CDM Support for MSFC Payload Operations

TASK DESCRIPTIONS:

1. Launch package support.

- Updating the MSFC Payload Operations Certification of Flight Readiness (CoFR) Implementation Plan and supporting updates to the ISS Payloads CoFR as required.
- Integrating the PO&I Launch Package Assessment and tracking Open Work to closure for all Shuttle Flights to the ISS.
- Integrating and presenting the PO&I CoFR package for all Shuttle Flights to the ISS.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPR 1440.2.

SCHEDULE AND/OR MILESTONES:

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost

WBS: 1.3

Period of Performance: 9/01/05- 9/30/05

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 617-02-01

TASK ORDER #: NP01-04-000

DATE: 8-16-05

Program Project/Office: CDM Support for Space Transportation Program/Projects Office (STPPO) and Systems Engineering & Integration Office

TASK DESCRIPTIONS:

COLSA Corporation shall perform the following tasks under WBS 1.3 of the CDMS contract:

Expectations:

1. Participate in and encourage communication within the CDM team. Create and encourage an open and honest team environment between team members, management and customers.
2. Be responsive to CDM risks, requirements, and actions for customers, organizations, and the CDM team. Resolve conflicts and procedural implementation issues within the PP&C Office.
3. Deliver quality and timely products and services, and capabilities as required by our customer task agreements. Coordinate with NP21 to allocate resources to accomplish contingency tasks as needed.

Configuration and Data Management (CDM) Activities:

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Inform the STPPO CDM Team of the effectiveness of CDM policies and processes and make recommendations for changes.
7. Provide data management support as the Project researches, develops, and adopts business operations in support of MSFC contractual and sub-contractual production, or integration, or other well defined support roles.
8. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide instruction to Project personnel regarding CDM processes.
 - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data requirements.
 - d. Review the CM and DM Plans per NASA and National Standards.
9. Provide the Secretariat or Secretariat Support for Project Review Boards (PRB) and Project Control Boards (PCB) in accordance with MPR 8040.1. Secretariat responsibilities include:
 - a. Reserve project effectivity codes with the MSFC Release Desk.
 - b. Draft and maintain board charter memos and effectivity sheets.
 - c. Receive change packages, check for completeness, and assign PCN number.

TASK ORDER
CDM SERVICES CONTRACT

- d. Coordinate with project for assignment of the Change Package Engineer (CPE) and evaluators and review the presentation format.
 - e. Distribute change packages, coordinate with the CPE for evaluation and integration, and schedule for board review.
 - f. Prepare and distribute board agendas, minutes and presentations.
 - g. Prepare board directives or change evaluations and obtain board member signatures.
 - h. Status and account Change Packages and Directives to completion.
 - i. Provide Change Evaluations to higher-level boards as applicable.
 - j. Aid the project in submitting proposed changes to higher level boards as applicable.
 - k. Provide configuration accounting using project tracking and accounting systems.
 - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - m. Process and account changes, deviations, and waivers to the configuration baseline.
10. Provide administrative support for presentations and reproduction as time allows.
11. Serve as Master List custodian in accordance with MPR 7120.3
12. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
13. Support and facilitate Acceptance Reviews and Project Closeouts.
- a. Compile Data Packages (DP).
 - b. Review CDM-related sections of the Data Packages.
 - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
14. Develop Records Management planning, set up and maintain CDM records.
15. Check for export control markings on all applicable documentation per MWI 7120.4.
16. Provide CDM Support to the FCA/PCA in accordance with MPR 8040.1.
17. Perform CDM verification and audits per MPR 8040.1 or appropriate program documents.
18. Define and manage the CDM processes for the selected CDM automation tool(s):
- a. Maintain CDM processes utilizing automated tool procedure.
 - b. Assist training and instruction to all Project personnel for automated CDM processes.
 - c. Assist in electronic data transfer and archiving.

TASK ORDER CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:
~~The COLSA Sales estimate for this task order exceeds the contract value. Therefore the COLSA Sales~~
 estimate of \$376,250 should be used for budgeting purposes.

CBH 8/16/05
value. Therefore
J.W. 8/18/05

SCHEDULE AND/OR MILESTONES:
Monthly Progress Report due on the 15th of each month.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
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WBS: 1.3	
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Period of Performance: 9/1/05 – 12/31/05	
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TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: *62-467-20-10-01*

TASK ORDER #: SV10-04-001

DATE: *8-30-05*

Program/Project/Office: CDM Support for Node 2/3

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Node 2/3 project.

Project Lead Responsibilities:

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

Configuration and Data Management Activities:

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
 - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
 - d. Review the CDM Plans per MPR 8040.1 and MPR 7120.3. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the Node 2/3 CCB in accordance with MPR 8040.1. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for CCB.
 - e. Prepare and distribute CCB agendas, minutes and CCB presentations.

TASK ORDER
CDM SERVICES CONTRACT

- f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPR 8040.1 using project tracking and accounting systems.
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MPR 8040.1.
3. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPR 7120.3
- a. Respond to document requests from Nodes team members.
 - b. Research document status and availability.
 - c. Request documents from Boeing or Alenia POC's as required.
4. Serve as Master List custodian in accordance with MPR 7120.3
5. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
6. Support and facilitate Acceptance Reviews and Project Closeouts.
- a. Compile Data Packages (DP).
 - b. Review CDM-related sections of the DP.
 - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
7. Support administration of Requirements and Design Reviews per MPR 8060.3.
8. Pre-screen ISS Program changes for Node 2/3 impact utilizing project provided key words and provide changes to screening group for further screening and action.
9. Receive ISS PIRN's related to Node 2/3 project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariat.
10. Maintain the Node 2/3 website: create and modify pages as required, link data to website, assist users with directions and troubleshoot problems, serve as the point-of-contact for website users, link electronic documents to Nodes website and send out notification of documents uploaded to web to Nodes team members.
11. Provide programming and administration for the Node 2/3 Review Management System (Filemaker Pro)
12. Coordinate with the OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
13. Provide administrative support for presentations and reproduction as time allows.
14. Develop Records Management planning, set up and maintain CDM records.
15. Check for export control markings on all applicable documentation per MWI 7120.4.
16. Additional Data Management Services:
- a. Receive data (hardcopy or electronic).
 - b. Log data into databases.
 - c. Take data to reproduction and pick up when complete.
 - d. Prepare data to be filed (hardcopy or electronic).

TASK ORDER
CDM SERVICES CONTRACT

- e. File documents (hardcopy or electronically on server).
- f. Disseminate data as required.

17. Database Administration Services:

- a. Create and maintain databases as required.
- b. Enter data.
- c. Generate reports.
- d. Assign passwords.
- e. Assist with server access directions and troubleshooting.
- f. Train users.
- g. Assist with Nodes 2/3 BDEALS identification and tracking concerns.

18. Additional data transfer and model distribution services:

- a. Receive in and transfer out model files.
- b. Store model files on server.
- c. Maintain model file log.
- d. Notify model users of models received and assist with FTP pick-up or delivery.
- e. Set up FTP user account through ODIN.
- f. Assist FTP users with access problems and instructions.
- g. Retrieve and send files via FTP as required.

19. Attend Nodes CDM, Export Control and staff meetings.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

SCHEDULE AND/OR MILESTONES:

10/2005 - Review CM & DM Plan
04/2006 - Review CM & DM Plan

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
Control and Customer Satisfaction

WBS: 1.3

Period of Performance: 9/1/05 – 8/31/06

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-467-10-20-W1
62-467-10-30-X1

TASK ORDER #: SV10-04-003

DATE: 8/9/05

Program/Project/Office: Configuration Management Support for ECLSS

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide Configuration Management (CM) support to the ECLSS Project.

Configuration Management Activities:

1. Implement and maintain a project CM system that meets NASA, MSFC, and project unique CM programmatic and integration requirements.
 - a. Review and evaluate all CM-related data deliverables.
 - b. Provide training to Project Personnel for CM processes.
 - c. Provide support to project to define CM requirements for contract SOWs, and CM data Requirements.
 - d. Maintain the CM Plan per MPR 8040.1.
2. Provide the Secretariat for the ECLSS CCB in accordance with MPR 8040.1. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN numbers.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for CCB.
 - e. Prepare and distribute CCB agendas, minutes and CCB presentations.
 - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPR 8040.1 using project tracking and accounting systems.
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MPR 8040.1.
3. Provide CM support to the FCA/PCA in accordance with MPR 8040.1.
4. Support and facilitate Acceptance Reviews and Project Closeouts.
 - a. Review CM-related sections of the DP.
 - b. Perform final CM evaluation to ensure the readiness of accepting the end items.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All Projects technical reviews contained in the milestones are subject to Project schedules.

SCHEDULE AND/OR MILESTONES:

09/2005 - Urine Processor Assembly (UPA) PCA @ MSFC
11/2005 - Power Supply Module (PSM) PCA @ MSFC
12/2005 - OGS PCA @ MSFC
3/2006 - WRS PCA @ MSFC

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/05 – 8/31/06	

**TASK ORDER
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

TASK ORDER #: CD30-03-001

UPN: 251-92-01

DATE: 8/16/04

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with CD30-OWI-001, COLSA will maintain and update relevant NASA databases and records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.
2. In accordance with CD30-OWI-001, COLSA will perform data maintenance, tracking, analyses, and validation of documentation to support the Technology Transfer Department.
3. In accordance with CD30-OWI-001, COLSA will develop and review documentation, as needed, by the Technology Transfer Department, using relevant databases and other sources as needed.
4. In accordance with CD30-OWI-001, COLSA will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.
5. COLSA will develop, maintain, integrate, and update tools used to control track, and report on the status of Technology Transfer initiatives and activities, including the areas of:
graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

Provide Quarterly Metrics for Major Technology Transfer Program Areas 10/31/04, 01/31/05

NASA Technology Inventory Database (NTIDB) Milestones 9/17/04.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/04- 3/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: **251-92-01**

TASK ORDER #: CD30-03-001R1

DATE: **11-24-04**

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with CD30-OWI-001, COLSA will maintain and update relevant NASA databases and records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.
2. In accordance with CD30-OWI-001, COLSA will develop and review documentation, as needed, by the Technology Transfer Department, using relevant databases and other sources as needed.
3. In accordance with CD30-OWI-001, COLSA will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The purpose of this revision is to remove the tasks that will no longer be COLSA's responsibility as a result of the recent MSFC re-organization. The milestones that correspond to these activities have also been deleted. This action results in the removal of two Senior CDM Specialist positions from this task order as of 10/15/04 and the removal of one Senior CDM Specialist position as of 11/15/04. The remaining Senior CDM Specialist and the team lead have been extended to the end of the current contract year.

SCHEDULE AND/OR MILESTONES:

None

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
IS: 1.5	
Period of Performance: 9/1/04- 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 251-92-01

TASK ORDER #: CD30-03-001R2

DATE: 12/23/04

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with CD30-OWI-001, COLSA will maintain and update relevant NASA databases and records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.
2. In accordance with CD30-OWI-001, COLSA will develop and review documentation, as needed, by the Technology Transfer Department, using relevant databases and other sources as needed.
3. In accordance with CD30-OWI-001, COLSA will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The purpose of this revision is to add 0.8 of a Senior Engineer position beginning December 16, 2004 and continuing through August 31, 2005.

SCHEDULE AND/OR MILESTONES:

None

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5 12/23/04 DR	
Period of Performance: 9/1/04- 8/31/05	

**TASK ORDER
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-467-10-20-W3

TASK ORDER #: ED37-03-001

DATE: 8/26/04

Program/Project/Office: Engineering Directorate

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide producibility review of electrical and electromechanical design documentation.

Tasks

1. Work closely with ED37, Support contractor manufacturing, and inspection personnel to fully understand standard shop practices, capabilities, operating procedures, and requirements.
2. Provide producibility review of design drawings, procedures and other mechanical or electrical/electromechanical documentation generated by ED10 or ED20 personnel.
3. Producibility review shall include, but not be limited to the following:
 - a. Perform producibility review in accordance with the Producibility Check List in OI ED43-017
 - b. Review of documentation at various stages between conceptual design and final release.
 - c. Signature approval for manufacturing at final release.
 - d. Continual improvement of producibility review using feed back from ED37, ED10, ED20, QS10, and review of engineering changes, updating check list as needed.
4. Provide training for design, manufacturing, and other personnel as necessary on producibility requirements and common manufacturing and inspection issues with design documentation.
5. Work closely with manufacturing at/after conceptual design to provide estimates for cost and schedule. Recommend alternatives to designers for improving cost, schedule, and manufacturability.

Performance requirements:

-Maintain producibility checklist.

-High quality producibility review of ED10 or ED20 documentation in order to limit manufacturing issues and minimize documentation changes.

Maintain Quality Records

-Documentation reviewed

-Producibility review comments

Document Maintenance

-Producibility check list

-Documentation files

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Manage all records for which COLSA is designated custodian in accordance with MPG 1440.2

SCHEDULE AND/OR MILESTONES:

No Milestones

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.2, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 09/1/04 – 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-103-06-10

TASK ORDER #: ED40-03-001

DATE: 8/30/04

Program/Project/Office: DM Support for Technical Standards Program

TASK DESCRIPTIONS:

The contractor shall provide support to the NASA Technical Standards Program by performing the tasks identified under WBS 1.4 of this contract.

1. NASA Technical Standards Program Manager consultations on technical issues –provide management advice where appropriate.
 - a. Provide inputs to and overview of all Program key initiatives.
 - b. Prepare draft white papers on operational technical issues
 - c. Prepare draft responses for Program Manager on technical issues.
 - d. Review and provide inputs to Program documents (examples, NPD, NPR, Program Plan, Document Mgmt Plan, etc.)
 - e. Attend Agency wide and Industry seminars/meetings and make presentations when requested. Prepare draft charts for these meetings.
 - f. Participate in reviews of web page updates pertaining to all aspects of the Program. Review lists of standards documents (title, date, current status) recommended for Agency adoption to validate the input. Provide recommended document inputs to the web page manager in appropriate format for adding to the Adopted or Pending Adoption listing on the NASA Technical Standards preferred listing. This includes documents submitted for update notification under SUNS system.
 - a. Prepare lists of Pending Adoption standard documents to be sent to NTSWG members for review and endorsement.
 - b. Review and prepare updates to the standard products listed on the NASA Preferred Technical Standards listing.
3. Evaluate and provide responses to questions from NASA & Industry personnel pertaining to standards. Also evaluate and provide responses to feedback questions pertaining to the NASA Tech Standards Full Text Technical Standards System.
4. Review and prepare inputs and draft requirement documents pertaining to Program Office initiatives to include awareness and training media material.
5. Support Lesson Learned/Best Practices/Application notes task – establish key words, assign categories, associate to standards documents, prepare draft input template and other LL/BP/AN tasks as assigned.

**TASK ORDER
CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

Support will be accomplished in collaboration with NASA Technical Standards Program Manager and Staff Members.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR KEY MILESTONES:

As established by NASA Technical Standards Program Manager in response to established Program action items.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.4, Cost Control and Customer Satisfaction
WBS: 1.4	
Period of Performance: 9/01/04 – 8/31/05	

**TASK ORDER
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121
UPN: 62-103-06-10

TASK ORDER #: ED40-03-002
DATE: 8-23-04

Program/Project/Office: Engineering Directorate-NASA CM Standard Support to NTSP

TASK DESCRIPTIONS:

The contractor (COLSA) shall perform the following tasks in support of the NASA CM Standard Project:

1. Support the MSFC Topic Working Group (TWG) Chair by providing data automation services to assist in the creation, distribution and evaluation of the standard, loading documents into the site and providing help and assistance to users of the site.
2. Coordinate scheduling of the NASA CM Standard Topic Working Group consistent with TWG Chair direction.
3. Provide technical editor service to correct, modify, change documents as directed by Chair of TWG
4. Assist the TWG Chair to coordinate and disposition comments received during evaluation.
5. Maintain all records of the project in the data automation system to be selected by the TWG Chair and act as the Secretariat in the DM process.
6. Develop and maintain a CM Lessons Learned database as part of the NTSP data automation for access by NASA Personnel.
7. The documents in the scope of this task order are;
 - a. NASA-STD-0005 (CM Standard)
 - b. NPR 8040.xxxx(draft)
 - c. Changes to NPR7120.5 (draft)
 - d. All TWG meeting data
 - e. All documents generated by the TWG chair for administration of the NASA-CM standard project.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Manage all records for which COLSA is the designated custodian in accordance with MPG 1440.2.

SCHEDULE AND/OR MILESTONES:

December 15, 2004 – Deliver the final draft NASA-STD-0005 to the MSFC Topic Working Group (TWG) chairperson.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 12/31/04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

TASK ORDER #: FD20-03-001

UPN: Node 2-62-336-32-02-N2
Node 3-62-4467-20-10-23

DATE: 8-16-04

Program/Project/Office: CDM Support for Node 2/3

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Node 2/3 project.

Project Lead Responsibilities:

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

Configuration and Data Management Activities:

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
 - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
 - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the Node 2/3 CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for CCB.
 - e. Prepare and distribute CCB agendas, minutes and CCB presentations.

TASK ORDER
CDM SERVICES CONTRACT

- f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (CPTAS, Filemaker Pro and Excel).
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3
4. Serve as Master List custodian in accordance with MPG 7120.3
5. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
6. Support and facilitate Acceptance Reviews and Project Closeouts.
- a. Compile Data Packages (DP).
 - b. Review CDM-related sections of the DP.
 - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
7. Support administration of Requirements and Design Reviews per MWI 8060.3.
8. Pre-screen ISS Program changes for Node 2/3 impact utilizing project provided key words and provide changes to screening group for further screening and action.
9. Receive ISS PIRN's related to Node 2/3 project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariat.
10. Maintain the Node 2/3 website.
11. Provide programming and administration for the Node 2/3 Review Management System (Filemaker Pro)
12. Coordinate with the FD20 OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
13. Provide administrative support for presentations and reproduction as time allows.
14. Develop Records Management planning, set up and maintain CDM records.
15. Check for export control markings on all applicable documentation per MWI 7120.4.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

10/2004 - Review CM & DM Plan

04/2005 - Review CM & DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: ~~Node 2-62-336-32-02-N2~~
~~Node 3-62-467-20-10-03~~

TASK ORDER #: FD20-03-001R1

DATE: 99-04

Program/Project/Office: CDM Support for Node 2/3

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Node 2/3 project.

Project Lead Responsibilities:

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

Configuration and Data Management Activities:

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
 - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
 - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the Node 2/3 CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for CCB.
 - e. Prepare and distribute CCB agendas, minutes and CCB presentations.

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CDM SERVICES CONTRACT

- f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (CPTAS, Filemaker Pro and Excel).
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3
4. Serve as Master List custodian in accordance with MPG 7120.3
5. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
6. Support and facilitate Acceptance Reviews and Project Closeouts.
- a. Compile Data Packages (DP).
 - b. Review CDM-related sections of the DP.
 - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
7. Support administration of Requirements and Design Reviews per MWI 8060.3.
8. Pre-screen ISS Program changes for Node 2/3 impact utilizing project provided key words and provide changes to screening group for further screening and action.
9. Receive ISS PIRN's related to Node 2/3 project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariat.
10. Maintain the Node 2/3 website.
11. Provide programming and administration for the Node 2/3 Review Management System (Filemaker Pro)
12. Coordinate with the FD20 OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
13. Provide administrative support for presentations and reproduction as time allows.
14. Develop Records Management planning, set up and maintain CDM records.
15. Check for export control markings on all applicable documentation per MWI 7120.4.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The purpose of this revision is to add a trip to Torino, Italy.

SCHEDULE AND/OR MILESTONES:

10/2004 - Review CM & DM Plan

04/2005 - Review CM & DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 - 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

TASK ORDER #: FD20-03-003

UPN: ~~62-467-10-20-WF~~
~~62-467-10-30-X1~~

DATE: 8/16/04

Program/Project/Office: CDM Support for ECLSS

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the ECLSS Project.

Project Lead Responsibilities:

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

Configuration and Data Management Activities:

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
 - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
 - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the ECLSS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for CCB.

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CDM SERVICES CONTRACT

- e. Prepare and distribute CCB agendas, minutes and CCB presentations.
 - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (CPTAS and Excel).
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
- 3. Provide CDM support to the FCA/PCA in accordance with MWI 8040.6.
 - 4. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3
 - 5. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
 - 6. Serve as Master List custodian in accordance with MPG 7120.3
 - 7. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
 - 8. Support administration of Requirements and Design Reviews per MWI 8060.3.
 - 9. Support and facilitate Acceptance Reviews and Project Closeouts.
 - a. Compile Data Packages (DP).
 - b. Review CDM-related sections of the DP.
 - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
 - 10. Maintain the ECLSS website.
 - 11. Administer the ECLSS Group action tracking system.
 - 12. Develop Records Management planning, set up and maintain CDM records.
 - 13. Provide administrative support for presentations and reproduction as time allows.
 - 14. Check for export control markings on all applicable documentation per MWI 7120.4.
 - 15. Coordinate and track all requirements verifications for the Lead Systems Engineer.
 - 16. Create and maintain monthly program metrics.
 - 17. Develop and maintain engineering drawing database and associate parts lists.
 - 18. Integrate project engineering data into presentations for program, center, and directorate briefings.

SPECIAL INSTRUCTIONS:

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CDM SERVICES CONTRACT

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Projects technical reviews contained in the milestones are subject to Project schedules.

SCHEDULE AND/OR MILESTONES:

09/2004 - Delta OGA FCA/PCA @ HSSSI
02/2005 - Delta FCA/PCA for the Water Processor Assembly (WPA) @ HSSSI
02/2005 - Review the CM & DM Plan.
06/2005 - Power Supply Module (PSM) FCA/PCA @ MSFC
07/2005 - Urine Processor Assembly (UPA) FCA/PCA @ MSFC
08/2005 - Review the CM & DM plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

TASK ORDER #: FD20-03-004

UPN: 62-336-32-03-MP

DATE: 8/16/04

Program/Project/Office: CM Support for Pressurized Carriers Group

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CM support to the Pressurized Carriers Group.

Configuration Management Activities:

1. Define, implement and maintain a project CM system that meets NASA, MSFC, and project unique CM programmatic and integration requirements.
 - a. Review and evaluate all CM-related data deliverables.
 - b. Provide training to Project Personnel for CM processes.
 - c. Provide support to project to define CM requirements for contract SOWs, and CM data Requirements.
 - d. Review the CM Plan per MWI 8040.1. Plan will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Reserve project, CCB, and effectivity codes with the MSFC Release Desk.
 - b. Draft and maintain CCB charter memos and effectivity sheets.
 - c. Receive change packages, check for completeness, and assign PCN number.
 - d. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for CCB.
 - f. Prepare and distribute CCB agendas, minutes and CCB presentations.
 - g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - h. Status and account CCB Change Packages and Directives to completion.
 - i. Provide CCB Change Evaluations to higher-level board as applicable.
 - j. Aid project to submit proposed changes to higher level boards as applicable.
 - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (CPTAS, Filemaker Pro and Excel).
 - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Receive ISS PIRN's related to Pressurized Carrier project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation and prepare consolidated change evaluation to the ISS ICWG Secretariat.

TASK ORDER
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4. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
5. Develop Records Management planning, set up and maintain CM records.
6. Check for export control markings on all applicable documentation per MWI 7120.4.
7. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
8. Support the MPLM Subsystem Problem Resolution Team (SPRT) meetings. Responsibilities include: preparing agendas, minutes and action item tracking.
9. Support changes to Operations Maintenance Requirements Specifications (OMRS) files.
10. Develop an electronic history file of Kistler data and electronically archive previously acquired Kistler data. Electronic file will be capable of indexing electronic data and contain a search capability.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR KEY MILESTONES:

10/2004 – Preliminary access to archived electronic Kistler data.

12/2004 – Review the CM Plan

06/2005 – Review the CM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121 62-70010-00

TASK ORDER #: FD30-03-002

UPN: FD30-03-002

DATE: 8/18/04

Program/Project/Office: CDM Support for Payload Integration & Operations Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Payload Integration & Operations Department.

Project Lead Responsibilities:

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

Configuration and Data Management Activities:

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
 - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
 - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the Multi-Use Payloads Group (MUPG) CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and

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CDM SERVICES CONTRACT

- schedule for CCB.
- e. Prepare and distribute CCB agendas, minutes and CCB presentations.
 - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (CPTAS, Filemaker Pro and Excel).
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Secretariat for the EXPRESS Software Control Panel (ESCP) and the EXPRESS Systems Problem Resolution Team (SPRT).
 - a. Prepare and distribute agendas and minutes.
 4. Review CRs and Mandatory Evaluation List (MELs) for accuracy and completeness and forward to JSC/CM for processing.
 5. Develop Records Management planning, set up and maintain CDM records.
 6. Serve as Master List custodian in accordance with MPG 7120.3.
 7. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
 8. Check for export control markings on all applicable documentation per MWI 7120.4.
 9. Perform the following additional Data Manager Responsibilities for MUPG:
 - Interface with Center Data Requirements Manager to assure compliance with Center-wide data requirements identification and definition.(MPG 7120.3/Para 1.1 & 2.2)
 - Establish the data management activities for the assigned program or project. (MPG 7120.3/Para 1.6)
 - Oversee and facilitate the data management activities for the assigned program or project. (MPG 7120.3/Para 1.6)
 - Ensure that data management requirements and processes for the assigned program or project. (MPG 7120.3/Para 2.1.1)
 - Develop and maintain a Data Management Plan (MPG 7120.3/Para 2.1.2)
 - Identify OPR designee for each program/project document. (MPG 7120.3/Para 2.1.3, 2.5 and 3.4.3)
 - Oversee and facilitate the document management process for program/project documents. (MPG 7120.3/Para 2.1.4 & 2.1.5)
 - Define and establish a means for information management, facilitating and the establishment of automation system to enable the information management process. (MPG 7120.3/Para 2.1.7)
 - Support the MUPG PM in establishing and maintaining a Master List and designate Master List custodians. (MPG 7120.3/Para 2.1.8, 2.4 & 3.4.1.6)
 - Support the MUPG PM in the development and implementation of Data Management. (MPG 7120.3/Para 2.3)
 - Interface with Procurement to ensure data requirements are properly documented in

TASK ORDER
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contractual documents and properly processed and coordinated. (MPG 7120.3/Para 2.6)

- Support the PM during the formulation/acquisition phase in identifying overall data requirements needed during life cycle of program/project. (MPG 7120.3/Para 3.2)
- Support the MUPG PM in implementing controls for Administratively Controlled Information (ACI) and Proprietary data. (MPG 7120.3/Para 3.4.1.2 & 3.4.1.3)
- Coordinate with Information Technology (IT) personnel with respect to security of developed/selected automated Data Management processes.

10. COTR support. (Sept. 1 – Dec. 31)

- a. Support contract closeout activities
- b. Compile, file and archive contract data and documentation, as appropriate, for future reference.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 09/2004 - Review the CM & DM Plan
- 03/2005 - Review the CM & DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of performance: 9/1/04 – 8/31/05	

**TASK ORDER
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-700-10-00

TASK ORDER #: FD30-03-002R1

DATE: 1/28/05

Program/Project/Office: CDM Support for Payload Integration & Operations Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Payload Integration & Operations Department.

Project Lead Responsibilities:

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

Configuration and Data Management Activities:

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
 - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
 - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the Multi-Use Payloads Group (MUPG) CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and

TASK ORDER
CDM SERVICES CONTRACT

- schedule for CCB.
- e. Prepare and distribute CCB agendas, minutes and CCB presentations.
 - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (CPTAS, Filemaker Pro and Excel).
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Secretariat for the EXPRESS Software Control Panel (ESCP) and the EXPRESS Systems Problem Resolution Team (SPRT).
 - a. Prepare and distribute agendas and minutes.
 4. Review CRs and Mandatory Evaluation List (MELs) for accuracy and completeness and forward to JSC/CM for processing.
 5. Develop Records Management planning, set up and maintain CDM records.
 6. Serve as Master List custodian in accordance with MPG 7120.3.
 7. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
 8. Check for export control markings on all applicable documentation per MWI 7120.4.
 9. Perform the following additional Data Manager Responsibilities for MUPG:
 - Interface with Center Data Requirements Manager to assure compliance with Center-wide data requirements identification and definition. (MPG 7120.3/Para 1.1 & 2.2)
 - Establish the data management activities for the assigned program or project. (MPG 7120.3/Para 1.6)
 - Oversee and facilitate the data management activities for the assigned program or project. (MPG 7120.3/Para 1.6)
 - Ensure that data management requirements and processes for the assigned program or project. (MPG 7120.3/Para 2.1.1)
 - Develop and maintain a Data Management Plan (MPG 7120.3/Para 2.1.2)
 - Identify OPR designee for each program/project document. (MPG 7120.3/Para 2.1.3, 2.5 and 3.4.3)
 - Oversee and facilitate the document management process for program/project documents. (MPG 7120.3/Para 2.1.4 & 2.1.5)
 - Define and establish a means for information management, facilitating and the establishment of automation system to enable the information management process. (MPG 7120.3/Para 2.1.7)
 - Support the MUPG PM in establishing and maintaining a Master List and designate Master List custodians. (MPG 7120.3/Para 2.1.8, 2.4 & 3.4.1.6)
 - Support the MUPG PM in the development and implementation of Data Management. (MPG 7120.3/Para 2.3)
 - Interface with Procurement to ensure data requirements are properly documented in

TASK ORDER
CDM SERVICES CONTRACT

contractual documents and properly processed and coordinated. (MPG 7120.3/Para 2.6)

- Support the PM during the formulation/acquisition phase in identifying overall data requirements needed during life cycle of program/project. (MPG 7120.3/Para 3.2)
- Support the MUPG PM in implementing controls for Administratively Controlled Information (ACI) and Proprietary data. (MPG 7120.3/Para 3.4.1.2 & 3.4.1.3)
- Coordinate with Information Technology (IT) personnel with respect to security of developed/selected automated Data Management processes.

10. COTR support. (Sept. 1 – Dec. 31)

- a. Support contract closeout activities
- b. Compile, file and archive contract data and documentation, as appropriate, for future reference.

Capability Maturity Model Integration (CMMI):

1. Support the EXPRESS Rack Project's CMMI pre-assessment. This effort will include attending CMMI training, gathering project systems engineering data to support CMMI interviews participating in CMMI pre-assessment interviews, and documenting any findings for future projects' reference and lessons learned.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The purpose of this revision is to add support for the EXPRESS Rack's Project's CMMI pre-assessment.

SCHEDULE AND/OR MILESTONES:

- 09/2004 - Review the CM & DM Plan
- 03/2005 - Review the CM & DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3 1/25/05 -	
Period of performance: 9/1/04 - 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-700-10-00

TASK ORDER #: FD30-03-003

DATE: 8-12-04

Program/Project/Office: CDM Support for MSFC Payload Operations

TASK DESCRIPTIONS:

1. Launch package support.

- Updating the MSFC Payload Operations of Flight Readiness (CoFR) Implementation Plan and supporting updates to the ISS Payloads CoFR as required.
- Integrating the PO&I Launch Package Assessment and tracking Open Work to closure for all Shuttle Flights to the ISS.
- Integrating and presenting the PO&I CoFR package for all Shuttle Flights to the ISS.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

SCHEDULE AND/OR MILESTONES: N/A

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
WBS: 1.3	
Period of Performance: 9/01/04- 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-700-72-20

TASK ORDER #: FD30-03-003R1

DATE: 9-9-04

Program/Project/Office: CDM Support for MSFC Payload Operations

TASK DESCRIPTIONS:

1. Launch package support.

- Updating the MSFC Payload Operations of Flight Readiness (CoFR) Implementation Plan and supporting updates to the ISS Payloads CoFR as required.
- Integrating the PO&I Launch Package Assessment and tracking Open Work to closure for all Shuttle Flights to the ISS.
- Integrating and presenting the PO&I CoFR package for all Shuttle Flights to the ISS.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

The purpose of this revision is to add a trip to Johnson Space Center.

SCHEDULE AND/OR MILESTONES: N/A

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
WBS: 1.3 09 02	
Period of Performance: 9/01/04- 8/31/05	

**TASK ORDER
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

TASK ORDER #: FD40-03-001

UPN: 62-700-72-20

DATE: 8-13-04

Program/Project/Office: CM Support for HMCG

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CM support to the HOSC Management Coordination Group (HMCG).

Project Lead Responsibilities:

1. Be responsible for development, operation, and maintenance of the Project configuration management system.
2. Provide Project CM planning, expertise, initiative, and optimize CM operations.
3. Develop communication processes for customers, team members and management which identify CM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CM.
5. Organize project CM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CM policies and processes and make recommendations for changes.

Configuration Management Activities:

1. Define, implement and maintain a project CM system that meets NASA, MSFC, and project unique CM programmatic and integration requirements.
 - a. Review and evaluate all CM-related data deliverables.
 - b. Provide training to Project Personnel for CM processes.
 - c. Provide support to project to define CM requirements for contract SCWs, and CM data Requirements.
 - d. Review the CM Plan per MWI 8040.1. The Plan will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the HMCG CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Draft and maintain CCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign FCN number.
 - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and

TASK ORDER
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- schedule for CCB.
- e. Prepare and distribute CCB agendas, minutes and CCB presentations.
 - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - g. Status and account CCB Change Packages and Directives to completion.
 - h. Provide CCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.
 - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (CPTAS).
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
- 3. Develop Records Management planning, set up and maintain CM records.
 - 4. Check for export control markings on all applicable documentation per MWI 7120.4.
 - 5. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.

SPECIAL INSTRUCTIONS:

TASK ORDER
CDM SERVICES CONTRACT

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 12/2004 - Review the CM Plan
- 06/2005 - Review the CM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 - 8/31/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: OSP-03-001
DATE:

Program/Project/Office: CDM Support for OSP Program

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the OSP Program.

Configuration and Data Management Activities:

1. Maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
2. Provide the Secretariat for the OSP Level I PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Maintain PCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
 - d. Status and account PCB Change Packages and Directives to completion.
 - e. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
 - f. Maintain the master change file, Program Control Number (PCN).
 - g. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Support and facilitate Program/Project Closeout activities.
 - a. Perform validation of OSP electronic records transfer.
 - b. Ensure all outstanding OSP records are transferred to the MSFC Repository upon program completion.
4. Maintain CDM records.
5. Check for export control markings on all applicable documentation per MWI 7120.4.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The project manager reserves the right to re-evaluate the task order content after 3 months to determine if it meets the current requirements.

SCHEDULE AND/OR MILESTONES:

None.

	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/04 – 2/28/05	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-761-10-11

TASK ORDER #: OSP-03-001R1

DATE: 12/17/04

Program/Project/Office: CDM Support for OSP Program

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the OSP Program.

Configuration and Data Management Activities:

1. Maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
2. Provide the Secretariat for the OSP Level I PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Maintain PCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
 - d. Status and account PCB Change Packages and Directives to completion.
 - e. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
 - f. Maintain the master change file, Program Control Number (PCN).
 - g. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Support and facilitate Program/Project Closeout activities.
 - a. Perform validation of OSP electronic records transfer.
 - b. Ensure all outstanding OSP records are transferred to the MSFC Repository upon program completion.
4. Maintain CDM records.
5. Check for export control markings on all applicable documentation per MWI 7120.4.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The project manager reserves the right to re-evaluate the task order content after 3 months to determine if it meets the current requirements.

The purpose of this revision is to terminate the OSP Program Level Task Order due to completion of all programmatic activities.

SCHEDULE AND/OR MILESTONES:

None.

	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/04 – 12-20-04	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

TASK ORDER #: OSP-03-005

UPN: 62-761-40-11

DATE: 8/30/04

Program/Project/Office: CDM Support for DART Project

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the DART project.

Project Lead Responsibilities:

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

Configuration and Data Management Activities:

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
 - a. Review and evaluate all CDM-related data deliverables.
 - b. Provide training to Project Personnel for CDM processes.
2. Provide the Secretariat for the DART PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - a. Draft and maintain PCB charter memos and effectivity sheets.
 - b. Receive change packages, check for completeness, and assign PCN number.
 - c. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
 - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
 - e. Prepare and distribute PCB agendas, minutes and PCB presentations.
 - f. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
 - g. Status and account PCB Change Packages and Directives to completion.
 - h. Provide PCB Change Evaluations to higher-level board as applicable.
 - i. Aid project to submit proposed changes to higher level boards as applicable.

TASK ORDER
CDM SERVICES CONTRACT

- j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
 - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
 - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Master List custodian in accordance with MPG 7120.3
 4. Support and facilitate Acceptance Reviews and Project Closeouts.
 - a. Compile Data Packages (DP).
 - b. Review CDM-related sections of the DP.
 - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
 - d. Perform all required data archival activities in accordance with MPG 1440.2.
 5. Provide administrative support for presentations and reproduction as time allows.
 6. Develop Records Management planning, set up and maintain CDM records.
 7. Check for export control markings on all applicable documentation per MWI 7120.4.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

09/2004 - Support MSFC Pre-Flight Readiness Review
09/2004 - Support KSC Flight Readiness Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 - 12/31/04	